Title I Purchase Requisition Procedures

1. Complete the following fields on the Title I Funds Requisition by hand or electronically and print on BLUE paper.
   - Select Purchase Order Request or Check Request
   - Campus Name:
   - Campus Number:
   - Date
   - Vendor Name:
   - Vendor Number:
     See the district Purchasing website. To set up a vendor, complete the "Add/Change Vendor Form" on the Business Office Forms website.
   - Vendor Street:
   - Local Bid or CO-OP #
   - Vendor City, State Zip:
   - Vendor Phone/FaxNumber:
   - Special Instructions: Provide any special circumstances such as "Return white Vendor Copy to campus".
     o Purchasing will mail the white VENDOR COPY to the vendor unless otherwise directed in the Special Instructions (i.e. "Return white Vendor Copy to campus.").
       ▪ "Campus" should be entered for all local businesses such as Kroger, Pizza Hut, etc.
   - CIP WIG: Enter the number of the Campus Improvement Plan (CIP) Wildly Important Goal (WIG) the purchase addresses.
   - CIP Lead: Enter the Campus Improvement Plan Lead the purchase addresses.
   - Requested By: Enter the name of the person placing the order.
   - Attention: Enter the name of the person to whom the supplies and materials, registration forms, etc. are to be sent (i.e. the campus secretary's first and last name)
     o Always enter the campus secretary for all supplies and materials orders as the campus secretary will verify receipt of items before distributing supplies and materials.

- Item #: Enter the part number or item number from the vendor catalog.
- Description: Enter a brief description of the item so the Principal, the Secretary of Federal & State Programs and the Coordinator of Federal & State Programs can determine if the item is allowable.
- Quantity: Enter the number of items requested.
- Unit Price: Enter the price per item.
- Total $: The "Total $" column automatically calculates the total cost per line.

Item#	Description	Quanity	Unit Price	Total Price
				0.00
				0.00
				0.00
				0.00

- SUBTOTAL: The "SUBTOTAL" column automatically calculates the total cost of all items entered onto the Title I Funds Requisition.
- DISCOUNT: Enter the "DISCOUNT:" given by the vendor.
- S&H (or 10%): Enter the "Shipping & Handling" or add 10% unless otherwise directed by vendor (such as free shipping and handling).
- TOTAL: The "TOTAL" column automatically calculates the "SUBTOTAL" plus "S&H (OR 10%)" minus the "DISCOUNT".
- Account Code 1, and 2 and Amount 1 and 2: For requisitions that require more than one account code (i.e. a conference that 3 teachers and 1 administrator will attend), use "Account Code 1" to enter the account code to be charged (i.e. for the 3 teachers) and the amount to be charged in "Amount 1"; use "Account Code 2" to enter the account code to be charged (i.e. for the 1 administrator) and the amount to be changed in "Amount 2".
  - Enter the correct account code including the appropriate expenditure account code. See the ORANGE "Expenditure Account Codes" document provided by the Business Office.

				0.00

Will this purchase **EMPOWER** lifelong learners to be *engaged* citizens who positively **impact** their local and global community?

Subtotal $0.00
Discount
Shipping (Amount listed or 10%)
Total $0.00

Expenditure Code: 2119 - ___ ___ - ___ ___ - ___ ___ ___ - 24 - 000 - ___ ___ ___ ___ $___
Expenditure Code: 2119 - ___ ___ - ___ ___ - ___ ___ ___ - 24 - 000 - ___ ___ ___ ___ $___

- o Obtain principal signature and date the requisition.
- o Beginning in the 2018-19 school year, all purchase requisitions must include three quotes from three separate, EDGAR-approved vendors.
- o For a list of EDGAR-approved vendors, sign-in to the district website, and go to the Denton ISD Purchasing website.
- o *The For Federal & State Programs* box is for internal use only. The Federal & State Programs department will enter the Purchase Order number assigned by eFinance.

2. Attach documentation (i.e. order form, [three quotes] justification from, registration, etc.) to the BLUE Title I Funds Requisition.
3. Make a copy of both the BLUE Title I Funds Requisition and the attached documentation.
4. Get principal signature.
5. Enter the total amount(s) on the requisition onto the corresponding Campus Title I Excel Spreadsheet(s) in the "Encumbrance" column.
6. Send completed Title I Funds Requisition to the Secretary of Federal & State Programs through the intercampus mail.
7. Allow at least two weeks for the order to be processed.
   a. Title I Funds Requisitions for supplies and materials must be received by the Secretary of Federal & State Programs by April 30.
8. The Secretary of Federal & State Programs verifies the account codes are correct.
9. The Secretary of Federal & State Programs enters the total amount(s) of the requisition onto the corresponding campus Title I Excel Spreadsheet(s) in the "Encumbrance" column.

10. The Secretary of Federal & State Programs screens the Title I Funds Requisition to verify the requisition is an allowable Title I expenditure. If unsure, the Secretary of Federal & State Programs will flag the line item(s) in question with a pink Post-It Note.

11. The Secretary of Federal & State Programs places the Title I Funds Requisition into a folder with all other campus requisitions and places the folder on the desk of the Coordinator of Federal & State Programs.

12. The Coordinator of Federal & State Programs examines the Title I Funds Requisition(s) with attention to any requests that have been flagged with pink Post-It Notes by the Secretary of Federal & State Programs to determine if the expenditure is allowable or unallowable.

13. Any unallowable Title I Funds Requisitions marked "unallowable" by the Coordinator of Federal & State Programs will be given to the Secretary of Federal & State Programs and returned to the campus through the intercampus mail.
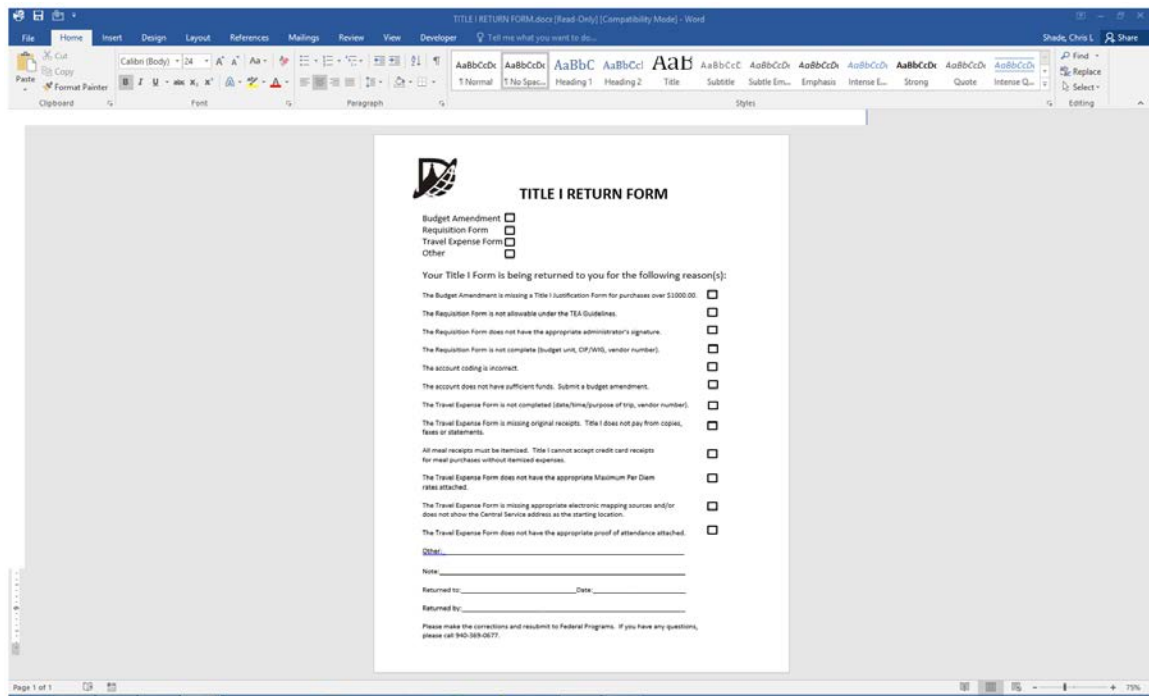
14. The Coordinator of Federal & State Programs signs the Title I Funds Requisition(s) of all allowable expenditures and places the requisitions into the folder and returns all approved requisitions to the Secretary of Federal & State Programs.

15. Any unallowable Title I Funds Requisitions marked "unallowable" by the Coordinator of Federal & State Programs will be given to the Secretary of Federal & State Programs and returned to the campus through the intercampus mail.

16. The Secretary of Federal & State Programs enters the approved requisition(s) into eFinance.
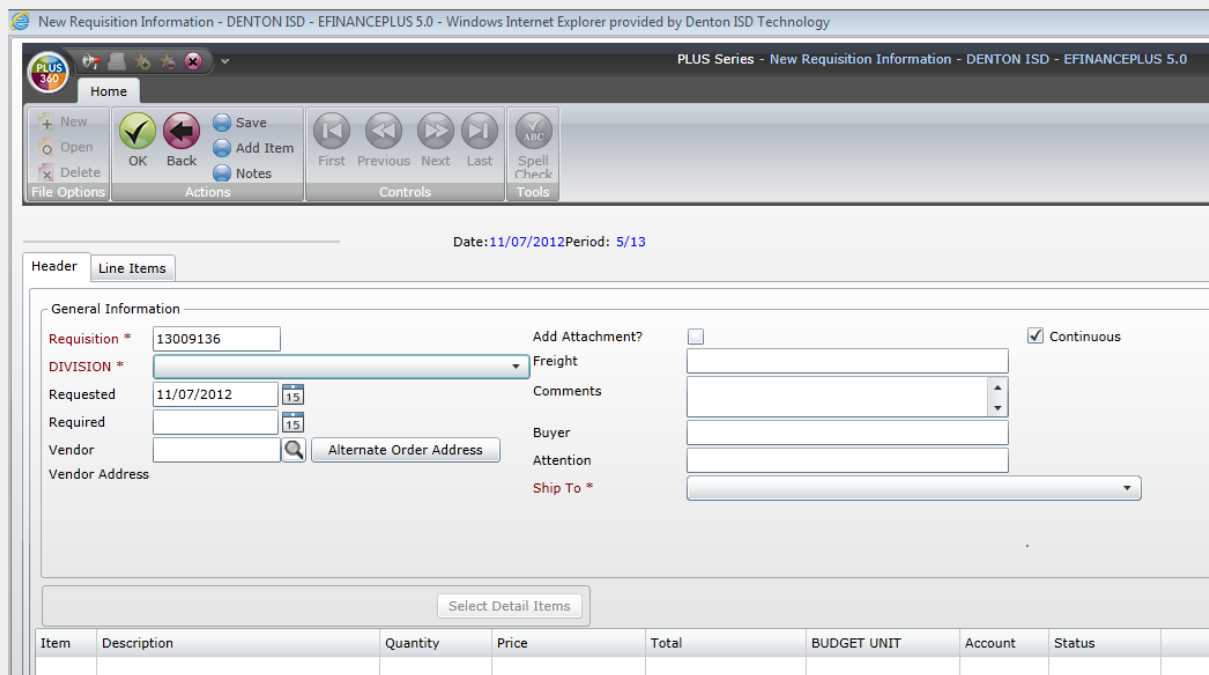
17. Once processed by the Business Office and Purchasing, the white VENDOR COPY is mailed to the vendor unless otherwise directed by the campus to return the white VENDOR COPY to the campus.

18. The pink RECEIVING COPY and gold CONFIRMATION COPY are returned by the Purchasing Department to the of Federal & State Programs department via intercampus mail.

19. The Secretary of Federal & State Programs makes a copy of the pink RECEIVING COPY and highlights the **RECEIVING COPY** line in pink and returns the highlighted copy to the campus through the intercampus mail.

20. The original pink RECEIVING COPY and the original gold CONFIRMATION COPY is maintained in the office of the Secretary of Federal & State Programs.

21. The campus secretary keeps the highlighted pink RECEIVING COPY until items are received from the vendor.

22. Once received, the campus secretary verifies all items have been shipped and received. If all items are received, the campus secretary signs the highlighted copy of the RECEIVING COPY and returns it to the Secretary of Federal & State Programs through intercampus mail.

23. If the shipment is incomplete or if items are on backorder, the campus secretary will contact the vendor to assure the order is still in process by the vendor. If items are being sent or on backorder, the campus secretary holds the highlighted copy of the RECEIVING COPY until all items are received. Items on backorder for more than one month should be cancelled unless otherwise directed by the principal. All backordered items not received by May 1 must be cancelled by the campus secretary in coordination with the Secretary of Federal & State Programs.

    a. All materials and equipment must be delivered before the ending date of the grant and must be ordered and delivered in time to substantially benefit the current grant period and in no case after the ending date of the grant. In most instances, goods or services delivered near the end of the grant period are viewed by TEA as not necessary to accomplish the objectives of the current grant program and TEA or an auditor may disallow the expenditures. (TEA Application Guidelines).

24. If closed out without receipt of all items, the campus secretary writes a note on the highlighted copy of the RECEIVING COPY directing the Secretary of Federal & State Programs to close out the order as received.
25. The campus secretary enters the total amount(s) from the highlighted copy of the VENDOR COPY onto the corresponding campus Title I Excel Spreadsheet(s) in the "Expenditure" column.
    a. Note: The "Expenditure" column will override the "Encumbrance" column in the spreadsheet.
26. The Secretary of Federal & State Programs verifies receipt and signs the pink RECEIVING COPY and forwards it to Accounts Receivable through intercampus mail. Cancelled items must be noted on the pink RECEIVING COPY and forwarded to Accounts Receivable.
27. Campus Audit Trails and Title I Excel Spreadsheets are distributed monthly by the Secretary of Federal & State Programs to the campus secretary through email. Prior to distribution, the Secretary of Federal & State Programs compares the campus Expenditure Audit Trail and the district copy of the Title I Excel Spreadsheets.

Newton Rayzor 2012-13			2113-11-00-107-24-000-6300				Classroom Supplies	
Campus			Account				Account Description	
Date Ordered	PO # Ck Req	Vendor Company	Description	Sub Acct Code last 4 digits	Date Rec'd	Encumbrance	Expenditure	Balance
Beginning Balance								13,154.00
09/06/12	13003854	Great Source	print kit and cal. Kit	6399		283.69	284.98	12,869.02
09/06/12		Office Depot	file folders	6399			10.30	12,858.72
10/05/12		BUDGET AMENDMENT DECREASE TO 2113-11-IB-107-24-000-6100					3,080.00	9,778.72
10/11/12		Office Depot	Classroom Supplies	6399			418.93	9,359.79
10/25/12		PEARSON LEARNING	COMPREHENSIVE PKG	6329			4,346.11	5,013.68
11/01/12		LEARNING A-Z	LICENSE RENEWAL	6329			625.65	4,388.03

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PENTAMATION ENTERPRISES, INC.                                                           PAGE NUMBER:    1
DATE: 11/11/2012                            DENTON ISD                                   AUDIT21
TIME: 08:06:12                         EXPENDITURE AUDIT TRAIL

SELECTION CRITERIA: orgn.fund='2113' and orgn.orgn3='107'
ACCOUNTING PERIODS:  1/13 THRU  5/13

SORTED BY: FUND,ORGANIZATION,SUBOBJECT,FUNCTION,1ST SUBTOTAL,ACCOUNT,PROGRAM INTENT

TOTALED ON: FUND,ORGANIZATION,SUBOBJECT,FUNCTION,1ST SUBTOTAL

PAGE BREAKS ON: FUND,ORGANIZATION,SUBOBJECT

FUND - 2113 - TITLE I
BUDGET UNIT - 2113110010724000 - RAYZOR INST ACCEL ED

ACCOUNT                                                                                    CUMULATIVE
   DATE      T/C   PURCHASE O  REFERENCE    VENDOR           BUDGET    EXPENDITURES   ENCUMBRANCES DESCRIPTION    BALANCE


2113-11-00-107-24-0-00-2113110010724000 - RAYZOR INST ACCEL ED

6300    HOST-SUPPLIES & MATERIALS                .00           .00          .00 BEGINNING BALANCE
   06/28/12 11-1                                                                POSTED FROM BUDGET SYSTEM
   07/23/12 13-1                            13,154.00                          TITLE I PART A
   11/02/12 3854                 348                                           CORRECTIONS
TOTAL    HOST-SUPPLIES & MATERIALS       10,074.00           .00          .00                10,074.00

6329    READING MATERIALS                        .00           .00          .00 BEGINNING BALANCE
   06/28/12 11-1                                  .00                          POSTED FROM BUDGET SYSTEM
   11/06/12 17-5  13007325-01   015814 FOLLETT LIBRARY                  3,657.10 SEE ATTACHED LIST OF 261
   11/06/12 17-5  13007325-02   015814 FOLLETT LIBRARY                    272.22 TOTAL CATALOGING & PROCES
   11/07/12 17-5  13007565-01   1012472 LEARNING A-Z                      629.65 LERANING A-Z, 7 CLASSROOM
   11/07/12 17-5  13007565-02   1012472 LEARNING A-Z                         .00 SUBSCRIPTION ORDER # 3257
   11/09/12 17-5  13007644-01   1001553 PEARSON LEARNING               2,563.76 DRA2 KIT, K-3 COMPREHENSI
   11/09/12 17-5  13007644-02   1001553 PEARSON LEARNING               1,782.35 ELD2 K-6 COMPREHENSIVE PK
   11/09/12 17-5  13007644-03   1001553 PEARSON LEARNING                    .00 NO SHIPPING CHARGES
TOTAL    READING MATERIALS               .00           .00        8,905.08                -8,905.08

6398    TECHNOLOGY SUPPLIES                      .00           .00          .00 BEGINNING BALANCE
   06/28/12 11-1                                  .00                          POSTED FROM BUDGET SYSTEM
TOTAL    TECHNOLOGY SUPPLIES             .00           .00          .00                     .00

6399    GENERAL SUPPLIES                         .00           .00          .00 BEGINNING BALANCE
   06/28/12 11-1                                  .00                          POSTED FROM BUDGET SYSTEM
   09/13/12 17-3  13003854-01   1012758 GREAT SOURCE WEB                 257.90 EDC CALENDAR MATH GK COMP
   09/13/12 17-3  13003854-99   1012758 GREAT SOURCE WEB                  25.79 ESTIMATED SHIPPING/HANDLI
   09/13/12 17-3  13003855-01   093548 OFFICE DEPOT (AC                   10.30 SMEAD COLOR FILE FOLDERS
   09/13/12 17-3  13003855-99   093548 OFFICE DEPOT (AC                    5.99 ESTIMATED SHIPPING/HANDLI
   10/04/12 21-4  13003854-01 402659  1012758 GREAT SOURCE EDU    257.90      -257.90 EDC CALENDAR MATH GK COMP
   10/04/12 21-4  13003854-99 402659  1012758 GREAT SOURCE EDU     27.08       -25.79 ESTIMATED SHIPPING/HANDLI
   10/16/12 17-4  13005922-01   093548 OFFICE DEPOT (AC                   18.20 3M 901 HIGHLAND PLAN TRAN
   10/16/12 17-4  13005922-02   093548 OFFICE DEPOT (AC                    5.76 RAND MCNALLY M-SERIES WAL
   10/16/12 17-4  13005922-03   093548 OFFICE DEPOT (AC                  179.75 KEYSPAN EASY PRESENTER (B
   10/16/12 17-4  13005922-04   093548 OFFICE DEPOT (AC                  109.48 QUARTET CLR CRK BULLETIN


* THERE IS A NOTE ASSOCIATED WITH THIS TRANSACTION
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SELECTION CRITERIA: orgn.fund='2113' and orgn.orgn3='107'
ACCOUNTING PERIODS: 1/13 THRU 5/13

SORTED BY: FUND,ORGANIZATION,SUBOBJECT,FUNCTION,1ST SUBTOTAL,ACCOUNT,PROGRAM INTENT

TOTALED ON: FUND,ORGANIZATION,SUBOBJECT,FUNCTION,1ST SUBTOTAL

PAGE BREAKS ON: FUND,ORGANIZATION,SUBOBJECT

FUND - 2113 - TITLE I
BUDGET UNIT - 2113110010724000 - RAYZOR INST ACCEL ED

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ACCOUNT                                                                                         CUMULATIVE
  DATE      T/C   PURCHASE O  REFERENCE   VENDOR         BUDGET    EXPENDITURES  ENCUMBRANCES DESCRIPTION     BALANCE


2113-11-00-107-24-0-00-2113110010724000 - RAYZOR INST ACCEL ED

6300    HOST-SUPPLIES & MATERIALS                         .00         .00           .00 BEGINNING BALANCE
  06/28/12 11-1                                            .00                          POSTED FROM BUDGET SYSTEM
  07/23/12 13-1                                      13,154.00                          TITLE I PART A
  11/05/12 13-9              348                                                        CORRECTIONS
TOTAL       HOST-SUPPLIES & MATERIALS                10,074.00         .00           .00                  10,074.00

6329    READING MATERIALS                                 .00         .00           .00 BEGINNING BALANCE
  06/28/12 11-1                                            .00                          POSTED FROM BUDGET SYSTEM
  11/06/12 17-5  13007325-01    015814 FOLLETT LIBRARY                          3,657.10 SEE ATTACHED LIST OF 261
  11/06/12 17-5  13007325-02    015814 FOLLETT LIBRARY                            272.22 TOTAL CATALOGING & PROCES
  11/07/12 17-5  13007565-01   1012472 LEARNING A-Z                              629.65 LERANING A-Z, 7 CLASSROOM
  11/07/12 17-5  13007565-02   1012472 LEARNING A-Z                                 .00 SUBSCRIPTION ORDER # 3257
  11/09/12 17-5  13007644-01   1001553 PEARSON LEARNING                        2,563.76 DRA2 KIT, K-3 COMPREHENSI
  11/09/12 17-5  13007644-02   1001553 PEARSON LEARNING                        1,782.35 ELD2 K-6 COMPREHENSIVE PK
  11/09/12 17-5  13007644-03   1001553 PEARSON LEARNING                             .00 NO SHIPPING CHARGES
TOTAL       READING MATERIALS                             .00         .00      8,905.08                   -8,905.08

6398    TECHNOLOGY SUPPLIES                               .00         .00           .00 BEGINNING BALANCE
  06/28/12 11-1                                            .00                          POSTED FROM BUDGET SYSTEM
TOTAL       TECHNOLOGY SUPPLIES                           .00         .00           .00                        .00

6399    GENERAL SUPPLIES                                  .00         .00           .00 BEGINNING BALANCE
  06/28/12 11-1                                            .00                          POSTED FROM BUDGET SYSTEM
  09/13/12 17-3  13003854-01   1012758 GREAT SOURCE WEB                          257.90 EDC CALENDAR MATH GK COMP
  09/13/12 17-3  13003854-99   1012758 GREAT SOURCE WEB                           25.79 ESTIMATED SHIPPING/HANDLI
  09/13/12 17-3  13003855-01    093548 OFFICE DEPOT (AC                          10.30 SMEAD COLOR FILE FOLDERS
  09/13/12 17-3  13003855-99    093548 OFFICE DEPOT (AC                            5.99 ESTIMATED SHIPPING/HANDLI
  10/04/12 21-4  13003854-01 402659  1012758 GREAT SOURCE EDU    257.90         -257.90 EDC CALENDAR MATH GK COMP
  10/04/12 21-4  13003854-99 402659  1012758 GREAT SOURCE EDU     27.08          -25.79 ESTIMATED SHIPPING/HANDLI
  10/16/12 17-4  13005922-01    093548 OFFICE DEPOT (AC                          18.20 3M 901 HIGHLAND PLAN TRAN
  10/16/12 17-4  13005922-02    093548 OFFICE DEPOT (AC                           5.76 RAND MCNALLY M-SERIES WAL
  10/16/12 17-4  13005922-03    093548 OFFICE DEPOT (AC                         179.75 KEYSPAN EASY PRESENTER (B
  10/16/12 17-4  13005922-04    093548 OFFICE DEPOT (AC                         109.48 QUARTET CLR CRK BULLETIN
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* THERE IS A NOTE ASSOCIATED WITH THIS TRANSACTION

28. Upon receipt, the campus secretary compares the campus copy of the Title I Excel Spreadsheet to the copy of the campus Expenditure Audit Trail and corrections are made accordingly.
    a. In the example of the campus Expenditure Audit Trail above, the campus' "6300 HOST-SUPPLIES & MATERIALS" account opened with $13,154.
    b. A Budget Amendment reduced this account by $3,080 as reflected on 10/05/12 on the Title I Excel Spreadsheet.
    c. The campus placed an order on 09/06/12 with Great Source in the [anticipated] amount of $283.69 ($257.90 for supplies and materials and an estimated $25.79 for shipping and handling (or 10% of the total purchase) as recorded on the BLUE Title I Funds Requisition and on the Title I Excel Spreadsheet in the "Encumbrance" column.
    d. Examining the Expenditure Audit Trail, the supplies and materials totaled $257.90, but the shipping and handling totaled $27.08 for a total of $284.98 (instead of the anticipated amount of $283.69).
    e. The final total from the Expenditure Audit Trail is entered into the "Expenditure" column; and the Title I Excel Spreadsheet automatically adjusts the "Balance".
29. The campus secretary compares the Expenditure Audit Trail to the campus copy of the Title I Excel Spreadsheet. Any discrepancies are to be discussed between the campus secretary and the Secretary of Federal & State Programs.

Notes:

Awards for Recognition and Incentives for Participation

Minimal-cost certificates, plaques, ribbons, small trophies, or instructionally-related items to be used in the classroom (such as pens and pencils) are acceptable incentives for participation in program activities or awards for recognition.

The following items may be donated by others but may not be purchased with grant funds:

- Gifts or items that appear to be gifts
- Souvenirs, memorabilia, or promotional items, such as T-shirts, caps, tote bags, imprinted pens, and key chains
- Door prizes,‖ movie tickets, gift certificates, passes to amusement parks, and so on
- Food of any kind (snacks, beverages, refreshments, meals, and so on

Food and Beverage Costs

Expenditures on food must be reasonable in cost, necessary to accomplish program objectives, and an integral part of the instructional program. If TEA determines that you expended grant funds on food costs that are not reasonable or necessary to meet the intent and objectives of the grant, TEA reserves the right to restrict your organization from expending any funds on food costs or to disallow expenditures on food costs.

Food Costs for Participant Meetings/Training (1.4.2)

Unless otherwise specified by TEA, a limited amount of funds may be expended on light meals for participant meetings or training events under very limited circumstances. The use of grant funds for this purpose is specifically limited to light working lunches for participants when the working lunch is noted on an agenda, is clearly described, and is mandatory. The purpose of a working lunch should be to shorten the overall meeting or training time and to facilitate accomplishing the objectives of the meeting or training and the overall program.

A working lunch or light lunch described below is considered to be reasonable in cost when the cost of the lunch excluding tax does not exceed $11 per person. Any amount over $11 per person must be paid from other allowable funding sources. The $11 per person does not include any mandatory service fee or set-up fee. Anything termed a gratuity or tip‖ is not reimbursable by TEA.

Specifically, grant funds may be expended for the following costs provided that the grantee maintains adequate and sufficient documentation that the costs were necessary and reasonable to further the intent and objectives of the grant.

- Light Lunch during an All-Day Meeting or Training Session: Light lunch (not to exceed $11 per person, excluding tax) for participants who are cloistered in an all-day (at least six-hour) meeting or training session. You must document that it was impractical for participants to obtain lunch on their own (for example, because of an isolated location or distance to eateries) and that their attendance at the meeting or training session was essential to accomplishing the objectives of the grant. You must maintain an agenda that clearly identifies the topics discussed during the meeting or training session and the time allocated to each topic, including the lunch period.

- Working Lunch during an All-Day Meeting or Training Session (at least six hours): Light meals during a —working lunch‖ (not to exceed $11 per person, excluding tax). A working lunch is defined as an activity in which staff or participants are engaged in exercises or activities during the normal meal time. You must maintain an agenda that shows that no other opportunity for a meal was provided and that clearly identifies the exercise or activity the participants were engaged in. You should also retain a representative sample of the work product, if any, that was generated as a result of the working session.

No other food costs, including food and beverages for refreshments, breaks, or snacks, are permitted.

The following costs are allowable:

- Nutritional snacks for students during extended day (after-school) programs
- Nutritional snacks for children in child care while parents are participating in grant activities
- Food necessary to conduct nutrition education programs for parents
- Parent involvement activities in which refreshments are necessary to encourage participation or attendance by parents, such as in low-income areas, and thus meet program objectives.
- Full meals for parents or students are not allowable for these purposes under any circumstances. Expenditures must be reasonable in cost, necessary to accomplish program objectives, and an integral part of the instructional program.

The following costs are not allowable:

- Refreshments of any kind, including beverages, breaks, and snack foods except as necessary for parent involvement activities to encourage attendance by parents
- Refreshments or meals at an awards banquet or function
- Any food costs that are not necessary to accomplish the objectives of the grant program
- Any food cost associated with an event in which a guest speaker or other individual conducts a presentation and the participants are not actively engaged in performing activities
- **Breakfast**
- Working lunches or light lunches that exceed $11 per person excluding tax
- Gratuities or tips