Aberdeen School District

Memorandum\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To: District Administrators

Cc: Mac Curlee

From: Angela Irvin

Date: October 2, 2015

Subject: Federal Purchases

In order to document purchases made with the Federal Funds, the following procedures will be followed:

1. Complete Purchase Requisition for requested item(s)
2. Complete the **Federal Program Purchase Request Form**
3. Send Requisition and Purchase Request Form to Federal secretary
4. Federal secretary will acquire approval from Federal Program Director
5. Approved purchases will be submitted to vendor
6. Unapproved purchases will be returned with explanation

Purchase Requisitions received without appropriate paperwork will immediately be returned. This procedure will begin Monday, October 20, 2014.

Memorandum CO2014-001

**FEDERAL PROGRAM PURCHASE REQUEST FORM**

\*This form must be completed with every Title Fund purchase.

1. List and describe the item/service purchased with Title Funds.
2. According to our school-wide plan what area(s) of improvement will this purchase target?
3. What is the expected outcome with the use of this material/service?

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Principal Date

Federal Program Director Date

Title Fund

Federal Programs Expenditure Procedures

After final approval from MDE, the Aberdeen School District’s Dir. of Federal Programs will meet with the Chief Financial Officer to set up budget line items for all federal funds and programs.

Account ledgers will be kept in the Federal Programs Department listing: 1) name of account, 2) account number, 3) Date of purchase requisition, 4) purchase requisition number, 5) purchase order number, 6) vendor name, 7) purchase order amount, 8) invoice amount, 9) check number, and claims docket number.

Before the Dir. of Federal Programs approves and signs a purchase requisition and submit for purchase order, the purchase will be evaluated/reviewed to determine if it is in alignment with goals and objectives listed in the School wide Plan and the CFDA as well as pass the supplement not supplant test outline in federal programs guidance.

* **Building administrators must submit all requisitions for federal funds to the Federal Programs Department for approval. In order to ensure expenditures are in alignment with the approved application, building administrators must reference the page number/goal from the School wide plan as it relates to expenditure.**
* **All contractual agreements must be approved and signed by the Conservator and Federal Program Director prior to beginning services.**
* **All services and purchases must be approved and follow the purchasing procedure before implemented or purchased.**

After invoices are paid, the federal programs department will enter check and claims docket numbers to ledger.

The Federal Programs Department will review data spreadsheets via budget management program monthly to ensure alignment.

\*Building administrators must submit all requisitions for federal funds to the Federal Programs Department for approval. Requisitions must include the goal or objective that corresponds with school-wide plan or application.

* The Federal Programs Department will forward requisitions to the business manager.
* All orders requiring fixed asset tag will be delivered to the Resource Center and dispersed to building after the fixed asset is assigned. The Fixed Asset Clerk will inform buildings and Federal Program Department when equipment arrives. *Schools are encouraged to check with the Fixed Asset Clerk if equipment hasn’t arrived within an appropriate time (over two weeks after shipping)*
* Technology orders that require setup will be delivered after fixed asset tags have been applied and set complete. The technology department will dispersed equipment to buildings.
* All equipment purchased with federal funds must be easily identified with the grant name and year.

In the event changes are needed with an approved application, the Federal Program Department will ensure that the MDE’s Amendment Procedures are followed.