

2022-2023 Campus Pre-Approval for Use of Funds Form

Submitted by: _____

Campus: _____

Expenditure Item(s) Being Requested: _____

Total Cost: _____

Fund Source: Comp. Ed Title I-IV ESSER

Attach to this form a highlighted copy of your CNA and CIP page(s) on which the expenditure is included. Attach the quote for the expenditure. You must maintain documentation to support your responses to each of the following:

ALL CAMPUSES

1. Is the expenditure for a curriculum item? If yes, go to question 2. If no, skip to question 3.	<input type="checkbox"/> yes	<input type="checkbox"/> no
2. Is the expenditure included as a curriculum item a part of the current textbook adoption for the content area as a supplemental resource? a. If you answered NO, submit purchase paperwork to the Curriculum Department for review. Approved requests will be forwarded to the Business Office for processing. Denied requests are returned to the campus. b. If you answered YES, submit purchase paperwork to the Textbook Coordinator for review. Approved requests will be forwarded to the Business Office for processing. Denied requests will be returned to the campus.	<input type="checkbox"/> yes	<input type="checkbox"/> no
Allowability – if you answer no to questions 5-11 below the expense is not allowable and will be denied.		
3. The expenditure is reasonable in cost, necessary to carry out program activities and allowable to the federal or Compensatory Education program.	<input type="checkbox"/> yes	<input type="checkbox"/> no
4. The expenditure is supplemental – not required by state law or local policy/procedure.	<input type="checkbox"/> yes	<input type="checkbox"/> no
5. You have attached a highlighted copy of the page from your Comprehensive Needs Assessment on which the expenditure is addressed.	<input type="checkbox"/> yes	<input type="checkbox"/> no
6. You have attached a highlighted copy of the page from your Campus Improvement Plan on which the expenditure is included as an activity.	<input type="checkbox"/> yes	<input type="checkbox"/> no
7. The expenditure will be evaluated to measure a positive impact on student achievement. Briefly describe the evaluation process to be used below:	<input type="checkbox"/> yes	<input type="checkbox"/> no
8. The expenditure supports an activity aligned to meet the challenging state content	<input type="checkbox"/> yes	<input type="checkbox"/> no
9. The expenditure supports an evidence-based educational strategy.	<input type="checkbox"/> yes	<input type="checkbox"/> no
10. The expenditure is new OR non-federal funds have not been used in the past for the expenditure.	<input type="checkbox"/> yes	<input type="checkbox"/> no
11. The activity/expenditure will upgrade the entire educational program at your campus.	<input type="checkbox"/> yes	<input type="checkbox"/> no
12. Does the expenditure involve parents/families in their student’s academic achievement? If you answered YES, briefly describe how the expenditure involves families.	<input type="checkbox"/> yes	<input type="checkbox"/> no
13. If the expenditure occurs in the LAST 90 Days of the Grant (After May 1): How will the cost benefit students enrolled in the current school year?		