

FED FOCUS
OCTOBER 28 - NOVEMBER 1, 2024



My apologies to Farmville Middle and Sam Bundy for leaving them off of last week's memo. Thank you for helping at our event.

I will be out of the office at a conference November 5th - November 8th for a conference. I will also be out November 12th - 13th for my son's surgery. If you have any parent event PO's that need to be approved, please be sure to submit them by the end of the day on Monday, November 4th. If they are not submitted by November 4th, they will not be processed until I return on November 14th.

Our District Title I Plan and budget have NOT yet been approved. As of today, we can still not process any PO's other than for parent events. I hope that our budget will be approved soon.

Please remember that if you change the date for any of your parent events, to please change them on the calendar. This calendar is shared with several people including the superintendent and the board members. We do not want them to show up at your school and there be no one there.

Reminder of approval process:

- 1) Your principal submits a Request to Use Federal Funds form to the Federal Programs Office. (Can be done electronically or via courier)
- 2) I will either approve or deny the request and return it to you.
- 3) If approved and you are submitting a PO, the quote must be within 30 days. The quote and the PO must be signed by your principal.
4. Once if receive the PO, I will sign it and then it goes to Dr. Roach for approval. Once Dr. Roach signs, then the PO goes to finance for processing.

****Please note, that this often takes more than a week to occur, so please do not wait until the last minute to order items for a parent event.****





Reminder of Process for Reimbursement for Parent Events:

- 1) You will submit a Purchase Order payable to your school.
- 2) Attached to the PO you will need the following items:
 - a) A copy of the approved Request to Use Federal Funds form
 - b) A copy of all receipts & or checks to show payment
 - c) A copy of your Parent Invitation
 - d) A copy of your event Agenda
 - e) A copy of your presentation/information/training for parents
 - f) A copy of Parent Sign-in Sheet

****All items must be submitted for the reimbursement PO to be processed.****

Travel Reminder: We no longer require receipts for meals for travel reimbursement. If you are requesting a travel reimbursement you will need to submit the following items:

- 1) PCS Employee Reimbursement Request from (must be completed electronically)
- 2) Copy of your Estimate of Travel
- 3) Copy of Conference Agenda
- 4) Copy of Mapquest (if requesting mileage)

5) If you are requesting reimbursement for baggage, parking, etc, you will need to submit a copy of the receipt.



Title I Stamps will be given to Principals at the next Principal's Meeting. Please remember that if you purchase non-consumable items they must be stamped with the Title I stamp and you must include them on your Inventory Sheet. (I will re-share these this week. You will continue to add to the one that was started last school year.)

"When witches go riding, and black cats are seen, the moon laughs and whispers, 'tis near Halloween." - Unknown

