

Fed Focus

December 2 - 6, 2024

All Reimbursement Requests **MUST** include the following information:

- Request to Use Federal Funds form
- PO made out to your school w/the principal's signature
- Copies of checks and receipts from the event
- Copy of event Invitation
- Copy of event Agenda
- Copy of parent sign-in sheets
- Copy of parent education material and/or presentation

****As a reminder, we will only reimburse food at a cost of \$4.50 per person****

All requests to purchase items **MUST** include ALL of the following items:

- Request to Use Federal Funds Form
- A Purchase Order (signed by the Principal)
- A signed quote for the item you wish to purchase
- A second quote (for all purchases less than \$10,00) or a Sole Source form
- Two additional signed quotes for all purchases greater than \$10,000 or a Sole Source form

If you would like to use Federal Funds to pay for subs, PD, etc, you **MUST** complete the Request to Use Federal Funds form **AND** submit leave forms **PRIOR** to the date of the absence.

ALL proposed expenditures **MUST** be included in your Title I Budget Allocation Worksheet. (Do not use Google for your budget worksheet it should be kept as an Excel file!

Just as a reminder, please do not change the format of the Title I website. We will **ONLY** be checking the folders that we created. Please make sure that you have placed your items in these folders and do NOT add additional folders. We will begin checking websites on Monday, December 16th.

If you have not held, your first two Title I events, please upload a sheet into the 2nd event that states the date of event #2.

For your Title I Parent Engagement Events you must have the following:

- An Invitation to Parents
- An Agenda
- Sign-in Sheets
- A copy of the Parent Education Material or Presentation that was shared with families.

Please share a copy of this Fed Focus with your Bookkeepers so they know what to send to our office when submitting PO's, Leave forms, or Reimbursements!

