



FED FOCUS

DECEMBER 16 - 20, 2024

One last reminder that no new software programs may be purchased after Christmas. We will only approve software renewals after the new year.

Don't forget to use the checklists in your Federal Programs handbook before submitting reimbursements, purchase orders, or other requests. The most current version of the handbook can always be found on the Federal Programs Website.

As a reminder, you must submit the Request to Use Federal Funds form ANYTIME you are wanting to use Title I money. This applies to purchase orders, parent events, PD, substitutes...every Federal Purchase.

All Purchase Orders that you submit MUST have 2 quotes if the total is under \$10,000 and 3 quotes if the total is over \$10,000. If something comes from a Sole Source, meaning that is the ONLY place that you can buy that item then you need to include the Sole Source Verification with your purchase order. Please note, things like paper, printers, drones, books, chrome books, smart panels etc. more often than not can be found from multiple vendors.

Thank you to the following TSI-AT Schools for submitting your Resource Allocation Worksheet: CME, Creekside, EBA, FMS, Grifton, Lakeforest, Pactolus, WMS.

The other 4 schools are reminded that this MUST be submitted to our office and posted in NC Star as an artifact in D1.02 BEFORE you leave for Christmas break!!!!

Website checks are underway this week! You will receive a copy of your website check via courier once you return from break!

Christmas is not just a season, it's a feeling. Let the spirit of joy, hope, and love guide you to make every day brighter and every dream possible.

I hope you have a wonderful break and enjoy time with your family and friends. Merry Christmas & Happy New Year!!

