



Title I Tidbits

November 6 - 10, 2023

Commonly Asked Questions:

1 When do I complete a PO request form?

- When submitting a PO for software, instructional supplies, technology, etc.
- When submitting requests for Reimbursement for Parent Events
- When submitting leave forms for Sub Requests
- When submitting workshop requests: You will need one for travel, one for hotel, and one for registration
- Basically ANYTIME you are requesting to use Title I funds except for Remediation Teachers.


2. When do I complete a Technology request form?

- Anytime you are submitting request for any type of Technology.

Important Reminders:

1. When entering events in the Google Calendar, please include your school name.
2. If you change or cancel an event, please change it in the calendar. (This week I went to a school for a Title I Event and there was no one there.)
3. All Title I purchases must be aligned to your School Improvement Plan and must be listed in your budget.
4. All Budget Amendments MUST be done in Excel.
5. If you move funds from one budget code to another, you MUST complete and submit a Move Money form.

The following items need to be submitted with all Purchase Orders:

1. A Purchase Order Request form - Filled out completely.
 2. A Purchase Order (the carbon form from the county)
Must include any applicable shipping & must include sales tax
 3. A Current Quote (normally within the last 30 days)
 4. A Technology Request Form (If purchasing any technology)
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The following items must be submitted with all Parent Involvement Reimbursement Requests:

- A completed purchase order request form.
- A county purchase order form.
- A copy of the check where the school paid for the items.
- Signed receipts (with only the items being reimbursed listed)
- A copy of Parent Invitations
- A copy of the Agenda
- A copy of the Presentation (if applicable)
- Parent sign-in sheets
- We can only reimburse \$4.50 per person and you must have at least 5 parents in attendance to receive reimbursement!!

The following items must be submitted for a Workshop Reimbursement:

- A copy of the estimate of travel form
- An expense report (must be the 2023-2024 form)
- Signed and itemized receipts (We cannot reimburse tips, alcoholic beverages, or any amount over the allotment)
- A copy of the workshop Agenda
- A copy of mapquest (if requesting mileage)

INCOMPLETE FORMS WILL BE RETURNED TO YOU!

Please review the
Budget Revision
Process in last
week's Title I
Tidbits!!!



The following schools are missing required documentation:

1. Ayden Middle - Low Performing Letter Verification Form
2. EB Aycock - Low Performing Letter Verification Form
3. Northwest - Low Performing Letter Verification Form
4. Pactolus - Low Performing Letter Verification Form
5. Wellcome - Low Performing Letter Verification Form
6. Bethel - HQ Letter Documentation Form
7. CM Eppes - HQ Letter Documentation Form
8. Eastern - HQ Letter Documentation Form
9. WH Robinson - HQ Letter Documentation Form
10. Wellcome - HQ Letter Documentation Form

In case you cannot find it, a copy will be emailed to you! on Monday. I will not approve any Title I Requests for your schools until this documentation has been submitted!!



EB Ayccock's STEM Night

