



Title I Tidbits

November 20 - 24, 2023

Please put budget codes on all Purchase Orders, Leave Forms, and Purchase Order Request Forms!

If you are using Title I Funds to pay for substitutes, professional development, or any travel; you MUST submit the PO Request Forms and Leave forms PRIOR to the event!

Please submit Parent Engagement reimbursement requests in a timely manner. Don't forget that if you are purchasing both supplies and food, you need to separate these items as they have different budget codes!

Budget Amendment Reminders

When you are submitting a budget amendment, please remember the following:

- At the top, please change from initial to revision and put the date.
- If you are adding line items, in parenthesis, put "Added to plan on" and the date.
- If you are deleting an item, do not delete it. In parenthesis beside the item you wish to remove, simply put "Removed from Plan" and the date. You will then remove the dollar amount.
- If you are moving money from one budget code to another, please indicate in your plan "budget decreased on" and the date.
- Anytime you move money from one budget code to another budget code, you MUST submit a Move Money Form!!

Sample Budgets:

[Sample Original Budget](#)

[Sample Revised Budget](#)





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Don't Forget that 75% of your funds must be spent or encumbered by January 31, 2024.

Wishing you and your family a very Happy and Restful Thanksgiving Holiday!

"The thankful heart opens our eyes to a multitude of blessings that continually surround us."
-James E. Faust

Thank you to Creekside for sharing pictures from your Family Arts Night!

