



TITLE I TIDBITS

NOVEMBER 27 - DECEMBER 1, 2023

Budget Code Change:
DPI has changed the budget code for ESS subs from 311 to 313. Please make note of this and share with your bookkeeper. All sub requests will now need the 313 budget code.

When submitting a Purchase Order, you must include the following:

- 1) The county PO form
- 2) The PCS PO form (from my office)
- 3) Quote - must be signed and current
- 4) Budget Code
- 5) It must be in your plan and in your budget!

Please be sure you are spending your Title I Funds!!!

Shoutout to EB Aycock, Farmville Middle, and Grifton for having your Indistar plans ready to submit. You have assessed objectives A4.01 and D1.02 as well as added action steps!

As a reminder, the Student Comprehensive reports must be submitted to DPI by 12/9/23 through the Indistar Portal. Please ask Mrs. Wheeler or myself if you need help. ALL TSI schools are REQUIRED to assess and set goals for A1.02 and D1.02 prior to submitting this plan.

When requesting Reimbursement for Parent Events, you must include the following:

- 1) The county PO form
- 2) The PCS PO form (from my office)
- 3) Signed receipts
- 4) Copy of check (where either a business or an employee was paid/reimbursed)
- 5) Parent Invitation
- 6) Agenda from the Event
- 7) Parent sign- in sheets.

** Remember we can only reimburse \$4.50 per person.**





Please remember that all requests from curriculum related materials must be approved by Mrs. Tate or Mrs. Jacobson!!

Please ensure that you complete sub request paperwork (including the PCS PO Request form) **PRIOR** to the date of your PD. PD should be supporting your school goals!

Be sure you are working on your website! The first check will be in December!

When Requesting Workshop Reimbursement, you must include the following:

- 1) Copy of estimate of travel
- 2) Completed expense reimbursement form
- 3) Itemized receipts (signed and cannot include alcoholic beverages - we cannot reimburse tips)
- 4) Agenda from the conference or workshop
- 5) Printed copy of mileage from mapquest (if requesting travel)
- 6) Copy of paid hotel receipt (if requesting reimbursement)
- 7) Parking receipt (if requesting parking)

Please note if any of these items is missing, it will be sent back to you!!

Thank you to Chicod for sharing pictures from their Title I Science Night!



"If there is no passion in your life, then have you really lived? Find your passion, whatever it may be. Become it, and let it become you and you will find great things happen for you, to you, and because of you."

T. Alan Armstrong

