



Manor ISD Special Revenue Expenditure Request Form 2021-2022

Department/Campus: Example Elementary School Date: 7/20/21 Grant Source: Title 1

Vendor: Learning A-Z Purchasing method: PO P-card – Cardholder: _____

Account Code: 211 E 11 6399 00 100 2 30 000 Amount: \$ 2,500.00

Total Amount: \$ 2,500.00 Account Code: _____ Amount: \$ _____

Account Code: _____ Amount: \$ _____

You must answer the following questions in the space provided before your request can be considered:

1	What is being purchased? (Please make sure to attach supporting documents – ie: vendor order form, quote, contract, or other applicable vendor info)	Reading A-Z licenses for 11 classrooms & Science A-Z licenses for 5 classrooms.
2	How is the expenditure reasonable and necessary to carry out the intent and purpose of the program?	This resource will provide scholars with thousands of electronic leveled readers that can be accessed anywhere through the application. This resource will help improve reading fluency and comprehension for scholars grades 3-5.
3	Provide the description, as written in the campus or district improvement plan, of the program, activity, or strategy that will be addressed by the expenditure requested. Goal <u>1</u> Objective <u>1</u> Strategy <u>3</u>	This program will aid Example Elementary School in reaching it's goal of by Spring 2022 all student groups will increase performance in reading at or above C (40) rating as calculated by TEA. (approaches + meets + masters)
4	What need, as identified in the comprehensive needs assessment, does the expenditure address? Explain how the expenditure addresses this need.	Students are reading below grade level and do not have strong comprehension skills. There is a need for resources that will help improve reading fluency and comprehension for scholars grades 3-5.
5	How will the expenditure be evaluated to measure a positive impact on student achievement?	Universal reading screeners will be used to measure student progress such as DRA, TPRI/TEJAS LEE, MVRC.
6	<p>The “supplement, not supplant” provision is to help ensure grant funds are expended to benefit the intended population, rather than being diverted to cover expenses the LEA would have paid out of other funds in the event the grant funds were not available. Please check to ensure the following:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> • This expenditure is an addition(extra) to the basic/required instructional program <input checked="" type="checkbox"/> • This is not a requirement by state law or Board Policy <input checked="" type="checkbox"/> • This was not previously funded with local funds 	

*****By signing my name, I acknowledge I have reviewed all of the above for accuracy. I further acknowledge I may be held liable for items purchased that are not in compliance under the grant guidelines.**

Requestor: _____ Signature: _____ Date: _____

Division Chief: _____ Signature: _____ Date: _____

Federal & State Programs: _____ Signature: _____ Date: _____

CEIO (if over \$5,000): _____ Signature: _____ Date: _____

NOTE: This form is to be submitted prior to all special revenue expenditures. Failure to receive prior approval may result in personal liability. All *services* must be rendered between the beginning and ending dates of the grant. All *materials and equipment* must be delivered before the ending date of the grant and must be ordered and delivered in time to substantially benefit the current grant period and in no case after the ending date of the grant. All travel must occur by the ending date of the grant. In most instances, goods or services delivered near the end of the grant period are viewed by TEA as not necessary to accomplish the objectives of the current grant program and TEA may disallow the expenditures.

Expenditures without a detail description clearly connecting to the purposes outlined in the funding source application, will be denied. Revised 7/2021

Approved _____ Denied _____ Comments (if any) _____