



# Special Revenue Expenditure Request Form 2022-2023

Department/Campus: \_\_\_\_\_ Date: \_\_\_\_\_ Grant Source: \_\_\_\_\_

Vendor: \_\_\_\_\_ Purchasing method:  PO  P-card – Cardholder: \_\_\_\_\_

Account Code: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Total Amount: \$ \_\_\_\_\_ 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)	
2	How is the expenditure reasonable and necessary to carry out the intent and purpose of the program?	
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 _____ Objective _____ Strategy _____	
4	What need, as identified in the comprehensive needs assessment, does the expenditure address? Explain how the expenditure addresses this need.	
5	How will the expenditure be evaluated to measure a positive impact on student achievement?	
6	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: <input type="checkbox"/> • This expenditure is an addition(extra) to the basic/required instructional program <input type="checkbox"/> • This is not a requirement by state law or Board Policy <input 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: \_\_\_\_\_

CFO (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 6/2022

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Comments (if any) \_\_\_\_\_