



Manor Independent School District

Federal & State Programs

10335 US Highway 290 East, Manor, Texas 78653

512-278-4730 | www.ManorISD.net

SRER Review Checklist

Heading Section

- Check the Vendor and Purchasing Method
- Ensure the account code has enough funds and is the right account
- Make sure the totals, if using multiple accounts, add to the total
- Check to see if the impacted parties listed connect to the description

Description

- Check to see if what is being purchased is allowable
- Review to ensure it is connected to the purpose and intent of the grant
- Review to ensure the purchase is reasonable and necessary
- Check to see if the impacted parties listed connect to the description

Attachments

- Make sure a copy of the goal, objective, and strategy is attached
- Ensure the goal, objective, and strategy aligns with the expenditure description, allowable costs, program goals, and account codes.
- If required, ensure quotes, contracts, order forms, vendor information, etc., is provided

Signature Section

- Make sure the purchaser follows the flow process for signatures. Federal and State Programs should be the last signature
- If the cost requires board approval, wait until board approval to sign.

Approval Section

- Check the approved or denied box based on the information above
- Provide comments when denied.