

Hereford ISD Federal Pre- Acquisition Approval Form

Requisition Number _____

Requested by: _____ Date: _____

Vendor: _____

Address : _____

Phone : _____ FAX: _____

Fund Requested: Title IA - Title IIA - Title III LEP - Migrant - SPED Federal - Carl Perkins - Rural - SSI Rural
(circle fund requested)

| JUSTIFICATION | DOCUMENTATION | |
|--|----------------------|-------------|
| <p>a) How is the expenditure reasonable and necessary?</p> <p>b) If not funded with these funds will this purchase be made?</p> | | |
| <p>What need, as identified in the DNA/CNA, does this supplemental expenditure address and how?</p> <p><i>(documentation required)</i></p> | | |
| <p>Provide the description as written in the CIP/DIP, that meets the identified activity or strategy that meets the need for this expenditure.</p> <p><i>(documentation required how is this stated in CNA and CIP)</i></p> | | |
| <p>How will this expenditure be evaluated to measure gain and a positive impact on student achievement?</p> <p><i>(documentation required how will you monitor the success)</i></p> | | |
| <p>How was this need for Staff Development identified in DNA/CNA? What activity/strategy in the DIP/CIP will meet the expectation and growth for the District/and Campus for impact on student achievement?</p> <p><i>(for STAFF DEVELOPMENT Justification ONLY)</i></p> | | |
| Request Approval | Signature | Date |
| Grade Level/Department Approval | | |
| Principal/Supervisor Approval | | |
| Federal Director Approval | | |
| FINAL PURCHASE APPROVAL by THE BUSINESS MANAGER | | |

ACCT CODE _____