

# Prior Approval Purchase Guide Request and Report Forms

Equipment, Bus, Construction

SPECIAL EDUCATION FINANCE ARKANSAS DEPTARMENT OF EDUCATION

Updated 8/08/2017



# Prior Approval Before Purchase

<u>**Prior approval before purchasing**</u> is required for Title VI-B, State-Local funds and Medicaid for Equipment (\$1000 or over), Bus purchases, and Construction/Remodeling projects.





# Equipment, Buses and Construction

- <u>Prior approval</u> from SPED Finance is required for the purchase of equipment **\$1,000.00** or over per unit.
- Procedures for managing and labeling equipment are addressed on pages 15-17 of the Fiscal Accountability Procedures Manual. <u>http://www.arkansased.gov/divisions/learning-services/special-</u> <u>education/funding-finance/finance-training-material</u>
- <u>Prior approval</u> is also required for the **purchase of a bus** using the program code 200 or **Construction/Renovation** projects using the program code 200. Bus purchase Request forms are sent to the Transportation Unit for an additional approval. Construction projects if \$20,000.00 or over, must be approved additionally by the Facilities Unit.
- <u>Report forms</u> for equipment, bus purchases and construction projects are required October 1 for the 16/17 AFR actual purchase amount.



# Equipment, Buses and Construction

- Before a Request form for equipment, construction or purchasing a bus can be approved by SPED Finance, the amount on the Request form must be in the budget of the account listed on the Request form.
- Please be sure that the fund and function code in the budget matches the fund and function code on the Request form.
- Districts may amend budgets for Requests and email Request forms to SPED Finance.



# Coding for Equipment, Bus and Construction

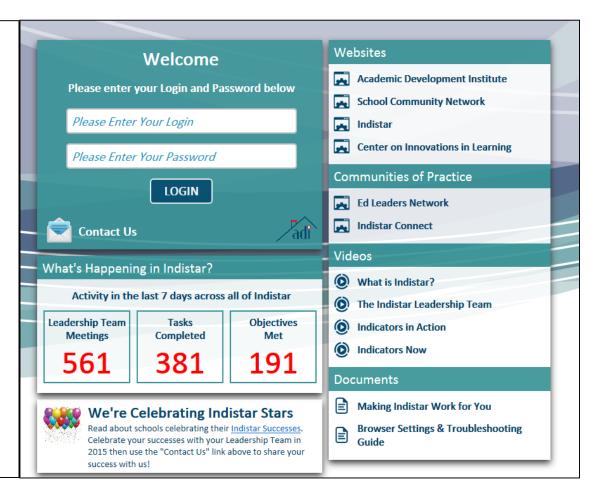
- For <u>Equipment</u> (\$1000 per item or more) please budget in the appropriate function code and use object code **67000**.
- For <u>Construction</u> please budget function code 4710 (Instructional areas) or 4720 (Non-instructional areas) and object code 64000.

• For purchasing a <u>Bus</u>, please budget function code **2790** and object code **67000**.



# Location of Forms

- Forms are located in the COMPLETE FORMS tab in Indistar. Look for Part II excel forms.
- Log in to <u>www.indistar.org</u>
- Please use the **DISTRICT** password only. DO NOT use a school building password.





#### Location of Forms

ADDRESS OF TAXABLE PARTY.

Locate the COMPLETE FORMS tab

Supporting Ark	ansas Schools for Arkar	nsas's Future	
Dashboard Arkansas TES ol District		District Bulletin Boa	ard
Documen		Share this guest login with staff, school board, parents, and o Guest Login - Password / guestdar1319 - guestdar1	
		Share the Leadership Team login with the Leadership Team men Leadership Team Login - Password / LTD1319 - LTD	
Home Complete Forms Submit F	orms/Reports Docs & Links	Coaching	
Title III Guidance and Application		Oct. 1, 2015. • Complete (Tab2) • SUBMIT final document on Tab 3 - Submit Forms/Reports	^
Federal Grants Management - Declara of Non-Participation	tion	Assurances for compliance for districts that choose not to participate in receipt of federal funds. Please complete and upload a copy of this excel spreadsheet to the Title I Document folder by October 1, 2015. • Complete form • Upload to Title I folder	
State Categorical Program General Description		Districts and schools will develop and submit to the ADE a general description for the use of state categorical funds. Schools only complete general descriptions for activity budgeted in APSCN at the building level. Allowable expenditures found in Special Needs Funding rules, as budgeted in APSCN, will be utilized by legislative audit to determine the appropriateness of expenditures. • Complete (Tab2) • Submit on Tab 3 of Dashboard	
*SPED Pilot District Forms (see be	low)	The following SPED forms are to be completed by all schools (PreK and School-Age) applying to implement Special Education and Related Services.	
SPED June 1 Application, Part I (Preso	hool)	Coming soon!	
SPED June 1 Application, Part I (Scho	ol	Comina soon!	

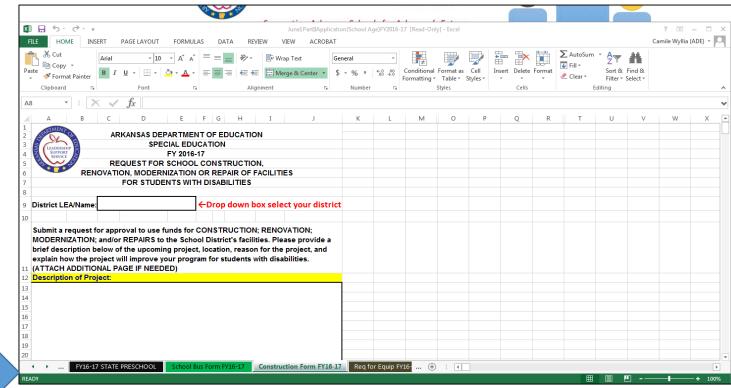
Scroll down to the SPED forms



### Location of Forms

Districts can find the 2017-18 Request and 2016-17 Report forms by opening the Excel file in Part II of the Preschool or School Age June 1, 2017 Application form. Request-Report forms are located in the last 3

Tabs.





# Request Approvals

- 2017-18 Request forms are available in Indistar/ACSIP in the June 1, 2017 Application Part II.
- When a Request form is approved, the signed form will be uploaded in Indistar by SPED Finance.
- See the folder named: Uploads from SEA to districts (SPED).

