



Prior Approval Purchase Guide Request and Report Forms

Equipment, Bus, Construction

SPECIAL EDUCATION FINANCE
ARKANSAS DEPARTMENT OF EDUCATION

Updated 8/08/2017



Prior Approval Before Purchase

Prior approval before purchasing 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

- **Prior approval** 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**.
<http://www.arkansased.gov/divisions/learning-services/special-education/funding-finance/finance-training-material>
- **Prior approval** 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.
- **Report forms** for equipment, bus purchases and construction projects are required October 1 for the 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 **Equipment** (\$1000 per item or more) please budget in the appropriate function code and use object code **67000**.
- For **Construction** please budget function code **4710** (Instructional areas) or **4720** (Non-instructional areas) and object code **64000**.

- For purchasing a **Bus**, please budget function code **2790** and object code **67000**.



Location of Forms

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





Location of Forms

Locate the COMPLETE FORMS tab

ACSIP Statewide Field Test
Supporting Arkansas Schools for Arkansas's Future

Dashboard
Arkansas TES
School District

Documents

District Bulletin Board

Share this guest login with staff, school board, parents, and others
Guest Login - Password / **guestdar1319** - **guestdar1319**

Share the Leadership Team login with the Leadership Team members
Leadership Team Login - Password / **LTD1319** - **LTD1319**

Home **Complete Forms** Submit Forms/Reports Docs & Links Coaching

Title III Guidance and Application	Oct. 1, 2015. <ul style="list-style-type: none">• Complete (Tab2)• SUBMIT final document on Tab 3 - Submit Forms/Reports
Federal Grants Management - Declaration of Non-Participation	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. <ul style="list-style-type: none">• 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. <ul style="list-style-type: none">• Complete (Tab2)• Submit on Tab 3 of Dashboard
*SPED Pilot District Forms (see below)	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 (Preschool)	Coming soon!
SPED June 1 Application, Part I (School Age)	Coming soon!
SPED June 1 Application, Part II (Preschool & School Age)	Coming soon!

Scroll down to the SPED forms



Location of Forms

Districts can find the Request and Report forms by opening the Excel file in Part II of the Preschool or School Age June 1 Application form. Use the Tabs at the bottom.

The screenshot shows an Excel spreadsheet with the following content:

**ARKANSAS DEPARTMENT OF EDUCATION
SPECIAL EDUCATION
FY 2016-17
REQUEST FOR SCHOOL CONSTRUCTION,
RENOVATION, MODERNIZATION OR REPAIR OF FACILITIES
FOR STUDENTS WITH DISABILITIES**

District LEA/Name: ← Drop down box select your district

Submit a request for approval to use funds for CONSTRUCTION; RENOVATION; MODERNIZATION; and/or REPAIRS to the School District's facilities. Please provide a brief description below of the upcoming project, location, reason for the project, and explain how the project will improve your program for students with disabilities.
(ATTACH ADDITIONAL PAGE IF NEEDED)

Description of Project:

The spreadsheet has several tabs at the bottom: **FY16-17 STATE PRESCHOOL**, **School Bus Form FY16-17**, **Construction Form FY16-17**, and **Req for Equip FY16-17**. A blue arrow points to the **Construction Form FY16-17** tab.



Request Approvals

- When a Request form is approved, the signed form will be uploaded in Indistar/ACSIP by SPED Finance, in the folder named: ***Uploads from SEA to districts (SPED)***.

Document Upload

Upload a New File...

50 - files uploaded of 100 - files allowed [Document Upload Instructions](#)

Folder (select a folder to view files)

- Financial 15-16 6 file(s)
- Financial Reports 22 file(s)
- Private Schools 2 file(s)
- SPED June 1 Application (Preschool) Parts I & II 0 file(s)
- SPED June 1 Application (School Age) Parts I & II 1 file(s)
- Title I Documents 6 file(s)
- Title II 2 file(s)
- Title III 0 file(s)
- Uploads from SEA to districts 3 file(s)
- Uploads from SEA to districts (SPED) 1 file(s)**



Short List

Request Form: Before Purchase

- Amend the budget to include the estimated amount of the purchase in object 67000. Email the updated budget to SPED Finance.
- The budgeted amount should be exactly the same as the amount on the Request form.
- Complete a Request Form for the estimated amount and email to SPED Finance.
- Check the “Uploads from SEA to District (SPED)” folder for the approved Request form.
- When approved by SPED Finance, the item may be purchased.

Report Form: After Purchase

- After the item has been purchased and the cost posted in APSCN/eFinance, complete the Report form for the exact amount posted on the expenditure AFR report.
- Before the October 1 deadline, email the completed Report form to SPED Finance.