

2020-21 Prior Approval Purchase Guide Request and Report Forms

Equipment, Bus, Construction

Division of Elementary and Secondary Education



Prior Approval Before Purchase

Prior approval before purchasing is required for Title VI-B,

State-Local funds (\$1000 or over), Bus purchases, and Construction/Remodeling projects.

Must include requested amount in the budget before approval.





Two Forms Required for Purchase of Equipment, Bus or Construction

Request Form: Before Purchase

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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.
 http://www.arkansased.gov/divisions/learning-services/special-education/funding-finance/finance-training-material
- <u>Prior approval</u> is also required for the <u>purchase of a bus</u> using the program code 200 or <u>Construction/Renovation</u> 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, <u>the amount on the Request</u> <u>form must be in the budget</u> 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 <u>2790</u> and object code <u>67000</u>.



Location of Forms Go to the Special Ed Website

VI-B APPLICATION

Home Page / Divisions / Learning Services / Special Education / Funding & Finance / VI-B Application

2020-21

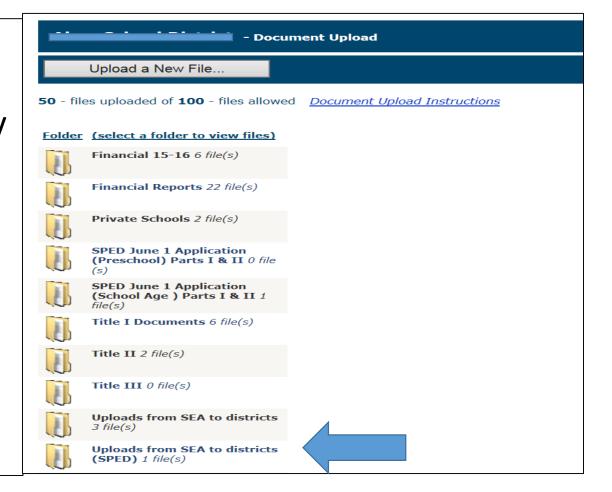
- > VI-B Application Part 1
- > VI-B Application Part 2
- > VI-B Application Part 3
- > VI-B Application Presentation
 - Video Recording
 - > Presentation Slides
- > FY20-21 June 1 SPED Title VI-B Application User Guide (PDF)

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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)*.





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.