



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 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 **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

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

The screenshot displays the Indistar website interface. At the top, there is a 'Welcome' section with a login form. Below the login form is a 'What's Happening in Indistar?' section featuring three data cards: Leadership Team Meetings (561), Tasks Completed (381), and Objectives Met (191). To the right, there are three vertical lists of links: 'Websites' (Academic Development Institute, School Community Network, Indistar, Center on Innovations in Learning), 'Communities of Practice' (Ed Leaders Network, Indistar Connect), and 'Videos' (What is Indistar?, The Indistar Leadership Team, Indicators in Action, Indicators Now). At the bottom right, there is a 'Documents' section with links for 'Making Indistar Work for You' and 'Browser Settings & Troubleshooting Guide'. A 'Contact Us' link is located at the bottom left of the dashboard area.

Welcome

Please enter your Login and Password below

Please Enter Your Login

Please Enter Your Password

LOGIN

Contact Us

What's Happening in Indistar?

Activity in the last 7 days across all of Indistar

Leadership Team Meetings	Tasks Completed	Objectives Met
561	381	191

We're Celebrating Indistar Stars

Read about schools celebrating their [Indistar Successes](#). Celebrate your successes with your Leadership Team in 2015 then use the "Contact Us" link above to share your success with us!

Websites

- Academic Development Institute
- School Community Network
- Indistar
- Center on Innovations in Learning

Communities of Practice

- Ed Leaders Network
- Indistar Connect

Videos

- What is Indistar?
- The Indistar Leadership Team
- Indicators in Action
- Indicators Now

Documents

- Making Indistar Work for You
- Browser Settings & Troubleshooting Guide



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 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.

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 a blue arrow pointing to the bottom tab bar, which contains the following tabs: **FY16-17 STATE PRESCHOOL**, **School Bus Form FY16-17**, **Construction Form FY16-17**, and **Req for Equip FY16-17**.



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)***.

The screenshot shows a web interface for document uploads. At the top, there is a dark blue header with the text '- Document Upload'. Below the header is a light gray button labeled 'Upload a New File...'. Underneath the button, it displays '50 - files uploaded of 100 - files allowed' and a link for '[Document Upload Instructions](#)'. A section titled 'Folder (select a folder to view files)' lists several folders, each with a folder icon and a file count. The folders are: '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)), and 'Uploads from SEA to districts (SPED)' (1 file(s)). A large blue arrow points to the 'Uploads from SEA to districts (SPED)' folder.