



# 2020-21

# Prior Approval Purchase Guide

# Request and Report Forms

**Equipment, Bus, Construction**

Division of Elementary and Secondary Education

Updated 9-8-20



# 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

**DIVISION OF ELEMENTARY & SECONDARY EDUCATION  
SPECIAL EDUCATION  
FY 2020-21  
REQUEST FOR PURCHASE OF EQUIPMENT/TECHNOLOGY  
FOR STUDENTS WITH DISABILITIES**

**AMOUNT OF REQUEST MUST BE BUDGETED BEFORE SENDING IN THE REQUEST FORMS  
REQUEST FORMS MUST BE PREAPPROVED BEFORE PURCHASE IS MADE**

District LEA#  ← Drop down box select your district

(Check funding source below)

VI-B	State/Local	Medicaid	
Preschool	State Preschool	Preschool Medicaid	
	Local ESC(Preschool)	Other	

The amounts listed for each function should be \$1,000 or more per unit.

\*\*\*\*\*COMPLETE ONE FORM PER FUND/SOURCE\*\*\*\*\*

ITEM #	FUNCTION/OC/ RM	DESCRIPTION	QUANTITY	UNIT PRICE	TENDED PRICE
1				\$	-
2				\$	-
3				\$	-
4				\$	-
5				\$	-
6				\$	-
7				\$	-
8				\$	-
9				\$	-
10				\$	-
<b>TOTAL</b>					\$

We certify that the equipment/technology listed above will be used to provide special education and related service to students with disabilities.

<u>Special Ed Supervisor's Signature</u>	<u>Superintendent's Signature</u>
<u>Date</u>	<u>Date</u>

NOTE: Equipment/technology items must cost at least \$1,000 per unit and meet the criteria listed in the APSCN Financial Accounting Manual. Use a separate sheet for each funding source. The total amount expended for each sheet must equal the total amount spent for the funding source indicated above.

ADE USE ONLY

Each item listed above, with the exception of item [ ], is approved. These items are to be purchased utilizing the source of funds indicated by each equipment item. This approval is based on the purchase of this equipment to provide special education and related services to students with disabilities. All assurances in the IDEA Title VI-B Consolidated applications apply to this approval.

(DESE) SPECIAL ED OFFICIAL	Date
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## Report Form: After Purchase

**DIVISION OF ELEMENTARY & SECONDARY EDUCATION  
SPECIAL EDUCATION  
ANNUAL FINANCIAL REPORT ----- FY2020-21  
REPORT OF EQUIPMENT/TECHNOLOGY /BUS PURCHASED  
FOR STUDENTS WITH DISABILITIES**

LEA#  School District:

Check the funding source(s) listed below that were utilized to purchase the items.

(Check one below)

VI-B	State/Local	Other	
Preschool	State Preschool		
	Local ESC(Preschool)		

The amounts listed for each function should be \$1,000 or more per unit and equal the exact amount on the AFR report.

\*\*Complete One Form Per Fund/Source\*\*

ITEM #	FUNCTION/OC/ RM	DESCRIPTION	QUANTITY	UNIT PRICE	TENDED PRICE
1				\$	-
2				\$	-
3				\$	-
4				\$	-
5				\$	-
6				\$	-
7				\$	-
8				\$	-
9				\$	-
10				\$	-
<b>TOTAL</b>					\$

We certify that the purchase(s)/projects listed above were purchased to provide special education and related service to students with disabilities.

Special Education Supervisor's Signature	Superintendent's Signature
<u>Date</u>	<u>Date</u>

NOTE: Items must cost at least \$1,000 per unit and meet the criteria listed in the APSCN Financial Accounting Manual. Use a separate sheet for each funding source. The total amount expended for each sheet must equal the total amount

ADE USE ONLY

(DESE) SPECIAL ED OFFICIAL	Date
----------------------------	------



# 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

## 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 \(PDF\)](#)

>

**DIVISION OF ELEMENTARY & SECONDARY EDUCATION**  
**SPECIAL EDUCATION**  
 FY 2020-21  
**REQUEST FOR PURCHASE OF EQUIPMENT/TECHNOLOGY**  
**FOR STUDENTS WITH DISABILITIES**

**AMOUNT OF REQUEST MUST BE BUDGETED BEFORE SENDING IN THE REQUEST FORMS**  
**REQUEST FORMS MUST BE PREAPPROVED BEFORE PURCHASE IS MADE**

District LEA#  ← Drop down box select your district

(Check funding source below)

VI-B	State/Local	Medicaid
Preschool	State Preschool	Preschool Medicaid
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The amounts listed for each function should be \$1,000 or more per unit.

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3				\$	-
4				\$	-
5				\$	-
6				\$	-
7				\$	-
8				\$	-
9				\$	-
10				\$	-
<b>TOTAL</b>					\$

We certify that the equipment/technology listed above will be used to provide special education and related services to students with disabilities.

Special Ed Supervisor's Signature: \_\_\_\_\_ Superintendent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE:** Equipment/technology items must cost at least \$1,000 per unit and meet the criteria listed in the APSCN Financial Accounting Manual. Use a separate sheet for each funding source. The total amount expended for each sheet must equal the total amount spent for the funding source indicated above.

**ADE USE ONLY**  
 Each item listed above, with the exception of item (s) \_\_\_\_\_, is approved. These items are to be purchased utilizing the source of funds indicated by each equipment item. This approval is based on the purchase of this equipment to provide special education and related services to students with disabilities. All assurances in the IDEA Title VI-B Consolidated applications apply to this approval.

(DESE) SPECIAL ED OFFICIAL: \_\_\_\_\_ Date: \_\_\_\_\_

Equipment Request Report of Equipment Bus Request OS Travel Construction Request





# 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.