

# TITLE I, PART D CAPITAL OUTLAY REQUEST FOR PRE-APPROVAL

**County Office of Education (COE), local educational agency (LEA), or Charter School Name:**

**School or Facility Name Where Equipment Will Be Located:**

**Title I Administrator Contact Name:**

Please complete this form prior to purchase of any capital outlay equipment that is using Title I, Part A funds to purchase, in whole or part for approval from the California Department of Education (CDE). Please submit this form request to Sherry D. Davis, Ed.D. at [SDavis@cde.ca.gov](mailto:SDavis@cde.ca.gov).

Capital Outlay/Expenditure is defined as any single equipment/item for purchase of \$5,000 or more. The federal Education Department General Administrative Regulations (EDGAR), 2 *Code of Federal Regulations* 200.12, and 200.13) guidelines apply when considering allowable use of funds for Title I, Part D expenditures. The purchase must meet all the requirements below.

**Please ensure all bullets apply to your purchase request:**

- Directly relates to a Title I, Part A purpose and program approved for assistance with specific Title I funds in the LEA's local plan;
- LEAs or COEs need to provide a supporting quote or bid for each Capital Outlay Request form submitted to the CDE for approval;
- Intended to improve, enhance, or expand the Title I eligible program to be funded;
- "Necessary" and "reasonable" for proper and efficient administration of the Title I eligible program; and
- Specific to the eligible Title I programs opposed to a general expense required to carry out the agency's overall responsibilities (Supplement Not Supplant).

**Please complete each item below:**

**Title I, Part A Funds Amount to be used:**

**Title I, Part D Funds Amount to be used:**

**Other Federal/State/Local Funds to be used (Comprehensive Support and Improvement [CSI] Funds cannot be used):**

**Fiscal year for funds to be expended:**

**Split Funded (Yes or No):**

**Split Percentage/Amount:**

**Source of Split Funding (name or School Accounting Manual Resource code):**

**District Address (Street Number, Street Name, City, Zip Code):**

**Contact Phone Number:**

**Advisory or Board Meeting/Approval Date (if required):**

**Name of Teacher(s) and Credential(s) Held (if purchasing for Career Technical Education [CTE] program):**

**Name of Class, Program, Course, or CTE Pathway (if purchasing for CTE program):**

**Total Unit Cost of Item (\$5,000 or more before tax, ship, and/or installation):**

**Total cost of item (including taxes, shipping, and/or installation):**

**Name and Description of Item:**

**Purpose of the purchase and how it meets the purpose of Title I, Part D Use of Funds:**

**How will the purchase of the requested equipment meet the required challenging State academic content standards?**

**What skill attainment (if any), will this equipment purchase above provide students served under Title I, Part D?**

**Describe how the purchase of the equipment will meet the “Reasonable, Necessary, and Allocable” costs to the Title I, Part D programs:**

**LEAs and COEs must submit the completed Capital Outlay Request form and the vendor quote/bid supporting documentation with each request sent for CDE review and approval.**

**All requests and supporting documentation should be emailed to:  
Sherry D. Davis, Ed.D., Education Programs Consultant at [SDavis@cde.ca.gov](mailto:SDavis@cde.ca.gov).**