

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

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

**School or Facility Name 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 D funds to purchase, in whole or part for approval from the California Department of Education (CDE). Please submit this form request to the Title I Monitoring and Support Office at [TIMSO@cde.ca.gov](mailto:TIMSO@cde.ca.gov).

Capital Outlay/Expenditure is defined as any single equipment/item for purchase of \$10,000 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 A 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 the quote or bid for each request submitted to CDE for approval;
- Intended to improve, enhance, and purpose of the Title I eligible program(s) to be funded;
- "Necessary" and "reasonable" for proper and efficient administration of the Title I eligible program; and
- Specific to the eligible Title I program; as opposed to a general expense required to carry out the agency's overall responsibilities (Supplement Not Supplant).

**Please complete each line and section below prior to submission to the CDE:**

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

**Other Federal/State/Local Funds to 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 (\$10,000 or more before tax, ship, or installation):**

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

**Name and Description of Item:**

**Where will equipment be used or installed at the school site listed above (i.e., Room, Building, or Class Name?):**

**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 vendor quote or bid documentation for each Capital Outlay Expenditure Request Form submitted to the CDE.**

**Capital Outlay Expenditure Request Form and quote/bid support documentation needs to be submitted to CDE via email to: Title I Monitoring and Support Office at [TIMSO@cde.ca.gov](mailto:TIMSO@cde.ca.gov).**