

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 Sherry D. Davis, Ed.D. at 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 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 A Funds Allocation:

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 (\$5000 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: Sherry D. Davis, Ed.D., Education Programs Consultant at SDavis@cde.ca.gov.