



SELECT APPROPRIATE PROGRAM			
<input type="checkbox"/>	Title I-A PRC 050	<input type="checkbox"/>	Title III PRC 104
<input type="checkbox"/>	Title I-C PRC 051	<input type="checkbox"/>	Title IV-A PRC 108
<input type="checkbox"/>	Title I-D PRC 047	<input type="checkbox"/>	Title V PRC 109
<input type="checkbox"/>	Title II PRC 103	<input type="checkbox"/>	McKinney-Vento PRC 026

ESSA/FEDERAL FUNDS – EXPENDITURE JUSTIFICATION

Date of Request: _____

Date Needed: _____

Budget Code(s) affected _____

You will need access to the following documents to complete this form:

- a. Comprehensive Needs Assessment
- b. District or School Improvement Plan (DIP / SIP)
- c. Vendor order form, quote, or other applicable vendor info

You must answer the following questions in the space provided before your request can be considered:

1	How is the expenditure reasonable and necessary to carry out the intent and purpose of the program?	Title I-A (PRC 050 & 105) Title I-C (PRC 051) Title I-D (PRC 047) Title II (PRC 103) Title III (PRC 104) Title IV-A (PRC 108) Title V (PRC 109) McKinney-Vento (PRC 026)	
2	What need, as identified in the comprehensive needs assessment, does the expenditure address? Explain how the expenditure addresses this need:	Title I-A (PRC 050 & 105) Title I-C (PRC 051) Title I-D (PRC 047) Title II (PRC 103) Title III (PRC 104) Title IV-A (PRC 108) Title V (PRC 109) McKinney-Vento (PRC 026)	
3	How will the expenditure be evaluated to measure a positive impact on student achievement?	Title I-A (PRC 050 & 105) Title I-C (PRC 051) Title I-D (PRC 047) Title II (PRC 103) Title III (PRC 104) Title IV-A (PRC 108) Title V (PRC 109) McKinney-Vento (PRC 026)	
4	Provide the description, as written in the campus or district improvement plan, of the program, activity, or strategy that will be addressed by the expenditure requested. How would the program, activity, or strategy be funded if the Title I, Part A, funds are not available?	Title I-A (PRC 050 & 105)	
5	If for a schoolwide campus, how will the expenditure upgrade the entire educational program on the campus?	Title I-A (PRC 050 & 105)	
6	How is the expenditure supplemental to other nonfederal programs?	Title I-A (PRC 050 & 105) Title II (PRC 103) Title IV-A (PRC 108)	
7	How is the expenditure supplemental to other federal and nonfederal programs?	Title I-C (PRC 051) Title III (PRC 104)	

Is a Budget Amendment required to process this request? Yes No *If yes, contact Federal Programs office for guidance.*

Products and/or services associated with this expenditure _____

VENDOR _____

Evidence-based research documentation must be attached. What Works Clearinghouse link: <http://ies.ed.gov/ncee/wwc/>

Total Amount of Requested Expenditure	\$ _____
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***** Attach Supporting Documents *****

Requested by: _____ School/Dept. _____
Principal/Coordinator Signature

Approved _____ Denied _____
Comments (if any) _____

Date _____

Federal Budget Approval Signature _____