



**Clarksdale Municipal
School District**
FEDERAL PROGRAMS
Requisition Checklist

Please select the funding
source.

- | | |
|------------------------------------|--|
| <input type="checkbox"/> Title I | <input type="checkbox"/> Title V |
| <input type="checkbox"/> Title II | <input type="checkbox"/> Title IX <input type="checkbox"/> |
| <input type="checkbox"/> Title III | <input type="checkbox"/> Other |
| <input type="checkbox"/> Title IV | _____ |

Activity Date: _____

Date Requested: _____

Requestor's Name: _____ Email: _____

School: _____ Position: _____

Vendor's Name: _____

NECESSARY

Activity for which supply will be used: _____

Location of Activity: _____

Target Audience: _____

REASONABLE

Federal purchases require two or more quotes for anything under \$250,000.

Purchases with federal funds require that you check the vendor for debarment on www.sam.gov. The results from this search (whether "no results were found" or not) must be attached to the purchase requisition.

ALLOWABLE

1. Explain what data justifies this purchase. How is this purchase evidence based?

2. How will this purchase be used to improve student achievement/School Wide Plan?

Signature of person making purchase request

Date

Principal/Supervisor Signature

Date

Federal Programs Director Signature

Date