

# .BULLOCK.

County Schools

## Title I Funds Purchase Order Submission Checklist

Just a little reminder as you prepare to submit your purchase order for Title I funds: keep these important points in mind!

- All purchase orders funded by Title I need approval from the Executive Director of Teaching and Learning before they can be submitted to the superintendent for further approval.
- The ACIP verification form is included with the Principal's Signature, which is crucial for validating the purchase's alignment with your school's ACIP.
- Purchase order with principal's signature.
- A copy of the ACIP document clearly indicates that the purchase is necessary for the critical initiative or activity, as it serves as a strong justification for the purchase.
- If applicable, please provide a quote dated before the purchase order.
- The invoice has to be dated after the purchase order.
- If the vendor has not previously provided BCS services, they must complete a W-9 form. Also, Alabama Joint Purchasing (ALJP) documentation must be provided to verify the vendor's inclusion on the ALJP list.
- Attach an approved copy of the professional development request for leave form for hotel reservations or registration for PD.
- Please resubmit by this date: \_\_\_\_\_

If a box is checked, the appropriate documentation must be presented to the Executive Director of Teaching and Learning to obtain approval for the purchase.



