

Federally Funded Purchases Checklist

LIST OF REQUISITION REQUIRED ATTACHMENTS

Type of PR Submission Requests	DIP / CIP Page(s)	Federal Procurement Justification Form	Selected Vendor Quote	Comparable Quotes (2)	PAFs	Travel Forms	GSA Rate (for Lodging only)	Professional / Consultant Services Contract	Participant Roster / List	Other Forms
General Supplies for Core Content & Non-Core Content/Maker Space	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						
Software Programs (New/Renewal)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>		
Any technology device that transmits information	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						Equipment Distribution Form/Entered in Incident IQ
Any equipment/furniture \$500 or more	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						Equipment Distribution Form/Entered in Incident IQ
Copy Paper through Clint ISD	<input checked="" type="checkbox"/>									
Extra-Duty PAF for Tutoring	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>					
Extra-Duty PAF for Planning	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>					Agenda
Bus Transportation for Tutoring	<input checked="" type="checkbox"/>					Student Development/Tutoring Bus Requisition Form			<input checked="" type="checkbox"/>	
Educational Field Trips	<input checked="" type="checkbox"/>		Entry Fees Quote			Clint and TEA Travel Forms			<input checked="" type="checkbox"/>	
Overnight Travel - Educational Field Trips	<input checked="" type="checkbox"/>		Entry Fees Quote	Flight/Bus		Clint and TEA Travel Forms	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	TEA Out of State Form-if applicable
Travel for Teachers / Curriculum Coaches / Leadership / Parents	<input checked="" type="checkbox"/>					Clint and TEA Travel Forms	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	Registration Form / Agenda
Region 19 Registration for Teachers / Curriculum Coaches / Paraprofessionals	<input checked="" type="checkbox"/>								<input checked="" type="checkbox"/>	Registration Form / Agenda
Region 19 Registration for Leadership	<input checked="" type="checkbox"/>								<input checked="" type="checkbox"/>	Registration Form / Agenda
Region 19 Registration for Parents	<input checked="" type="checkbox"/>								<input checked="" type="checkbox"/>	Registration Form / Agenda
Contracted Services for Instruction Development	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>		
Contracted Services Parent & Family Engagement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>		Agenda & Flyer
Parent & Family Engagement Hospitality for Sessions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						Agenda & Flyer

NOTE:

Include **SUPPLEMENTAL** in the Skyward description.

Add the justification under **NOTES**. Your justification should answer the following question(s) and explain how your items are "supplemental" to instruction.

How are these items different than what students need to be successful in school?

What will the students produce with these items that is above and beyond regular classroom assignments or tests?

How will these items meet the intent and purpose of each funding source, as listed above?