

Purchase Order Compliance Form

Campus/Department

Requisition#

Campus/Department **must** consider the following elements when planning to use State Bilingual/Special Education funds. Please provide a summary statement justifying the expenditure for items being requested. Provide additional explanation or documentation as applicable.

Are the items being request:

Staff Development ☐ Conferences ☐ Assessment/Instructional Materials and Equipment ☐
Other Supplies Required for Quality Instruction ☐

Bilingual ☐ Special Education ☐

Provide Justification:

REASONABLE: *Cost of items are reasonable and compliant with district purchasing guidelines (allowable).*

NECESSARY: *Cost is necessary to achieve an important program objective (not considered “nice to have”)*
Is cost needed for efficient performance of State program, is cost budgeted?

APPROPRIATE: It meets compliance according to state guidance, policies, and procedures.

JUSTIFICATION: (Include event details and dates)

QUOTES FOR PURCHASES: Follow SBCISD purchasing guidelines.
By signing below, you acknowledge you are following SBCISD’s purchasing guidelines

Signature of Principal

Date