1. General Requirements

It is the responsibility of the campus or department requisitioning goods or services to review and comply with Policy CH(Local) and plan accordingly.

- Incorporate at least six weeks in your planning time frame in case Board approval is required.
- Confirming purchase orders and telephone orders are not authorized in accordance with Policy CH(Local).
- Persons making unauthorized purchases in violation of Policy CH(Local) and this Administrative Regulation shall assume full personal responsibility for all debts incurred.
- Items that are purchased from specific grant awards are eligible for use only with students for which the grant is intended.

2. Federal and State Requirements

In addition to the general requirements as noted in Board Policy CH(Local), it is the responsibility of the function, department, or campus requisitioning goods or services to review and comply with all regulations and requirements as stipulated in the specific Notice of Grant Award (NOGA) and as outlined in the general, fiscal, program guidelines/use of funds.

- It is expected that all purchases are justified with district, function/department, or campus needs assessments and are in alignment with goals, actions, and strategies of specific plans and program goals
- Purchases made with federal and state funds are monitored for effectiveness/program improvement, through district, campus or department plans on a routine basis throughout the school year and/or life of the grant cycle.
- Federal guideline travel requirements/reimbursement procedures are followed when expending costs associated with the specific federal grant.
- The Cost Principles Guidelines (OMB Circulars: A-87, A-21, A-122) should be referred to when considering the purchase of items from these funding sources.

3. Purchasing Procedures When Using Federal and/or State Funds Through Notice of Grant Award

The attached process map, Purchasing Procedures and Process Related to the Use of Federal, Special Education, and State Funds, is intended to assist the purchasers when requesting funds that support program improvement.