



Finance Management Office

Title I Purchasing Guideline

Title I funds are intended to **supplement** the instructional program for eligible students. All expenditures must be **reasonable, necessary, allocable, and directly support the school's approved Title I Plan**. Purchases must comply with federal regulations, district policies, and established procurement procedures.

Allowable Title I Expenditures

Category	Account Code	Examples/Requirements
Personnel	613101	Extra service for certified staff providing approved tutoring. Requires an approved Extra Service Sheet.
Professional Development	613102	Professional development activities. Requires an approved Extra Service Sheet, when applicable.
In-Town Workshops	634305	Registration for approved in-town workshops and conferences. Requires a fully approved Professional Learning Form.
Out-of-Town Professional Learning	634301	Approved conferences, workshops, and professional development aligned with the school's Title I Plan. Requires a fully approved Professional Learning Form. Allowable travel expenses include registration, lodging, mileage/transportation, and meals in accordance with District travel policies and federal grant requirements.
Instructional Supplies	641101	Pencils, dictionaries, novels, classroom and leveled library books, composition books, notebooks, binders, student planners, calculators, listening centers, instructional manipulatives, crayons, sticky notes, chart paper.
Technology Supplies	641202	USB flash drives, iPad cases, printer cartridges, student headphones, projectors, and document cameras.
Software Licenses	641203	Instructional software (e.g., IXL Learning) costing less than \$5,000 per license.

District Technology Limitation: While technology-related expenses may be allowable under federal guidelines, **St. Louis Public Schools does not permit the purchase of technology hardware** with Title I funds. This includes, but is not limited to, laptops, desktop computers, tablets, iPads, SMART Boards, Promethean Boards, interactive displays, and technology carts. Software licenses and technology-related supplies may be purchased when they directly support identified students and align with approved Title I initiatives.

Unallowable Title I Expenditures ❌

The following expenditures are **not allowable** with Title I funds:

Category	Examples
Personnel	Extra service for non-certified staff; Principal extra service; Clerical overtime; Security/Custodial overtime
Technology Hardware	Laptops, desktop computers, tablets, iPads, SMART Boards, Promethean Boards, interactive displays, technology carts
Facilities & Operations	Furniture (desks, chairs, tables, cabinets, etc.); Custodial and cleaning supplies; Copy paper
Office Equipment	Cameras; Scanners; Paper cutters; Shredders; Desk accessories
Student & Staff Expenses	Food and refreshments; Student or staff incentives; Field trips; Transportation costs (unless specifically authorized under the Title I grant)
Instructional Materials	Textbooks required for the District's core instructional program
Health Services	Nursing or health office supplies
Snack Purchases from Amazon	Snack purchases made through Amazon or other non-approved vendors and must comply with District food purchasing guidelines

District Restriction – Field Trips: St. Louis Public Schools prohibits the use of Title I funds for field trips. This ensures federal funds remain focused on providing direct academic support to eligible students while minimizing compliance and audit risks.

District Restriction – Technology Hardware: Although certain technology expenditures may be allowable under federal guidance, St. Louis Public Schools prohibits the purchase of technology hardware with Title I funds. Only approved software and technology-related supplies that directly support identified students and align with Title I grant objectives may be purchased.

Supplement, Not Supplant

Title I funds must **supplement—not replace—state and local funding**.

Federal funds may not be used to purchase items that have historically been funded with state or local funds if doing so would replace local expenditures. If there is uncertainty regarding the funding source of a previous purchase, principals should consult their **FMO Analyst** to verify the funding history before submitting a purchase request.

Principal Responsibilities

Principals are responsible for ensuring that all Title I expenditures:

- Support the school's approved Title I Plan.
- Meet the federal **supplement, not supplant** requirement.
- Are reasonable, necessary, allocable, and cost-effective.
- Receive all required approvals before purchase.
- Comply with District purchasing procedures, Board policy, and federal grant requirements.
- Are supported by appropriate documentation for audit purposes.
- Align with approved grant objectives and budgeted activities.

When there is uncertainty regarding the allowability of a purchase, principals should consult the **Financial Management Office** and the **Title I Office before** initiating the purchase.