



Central Office Process: Federal Spending Approval

Internal Service Guide

1. Connect the purchase request to the CIP at the campus via laserfiche (Reasonable, Necessary) How does it support student success?
 - a. Review if it is travel?
 - b. Review if it is food?
 - c. Is it a contracted service/what are the dates?
 - d. Is it required by the state?
 - e. Supplies/furniture request? Is it really furniture? Technology forms?
 - f. Awards, door prizes, banquets, ceremonies, decorations are not allowed
2. Provide multiple quotes at the campus
3. Verify dates of contract services
4. Start the routing slips at the campus with, CIP, quotes and proper dates; affidavits; justifications; services
5. Principal approve in financial system
6. Fed Director verify (Reasonable, Necessary, Allocable)
 - a. See a-f above
7. Asst Supt verify
 - a. See a-gf above
8. Procurement Coordinator verify
9. CFO of Finance Verify
10. ERP issues PO after all approvals are completed
11. Proof of receiving provided to the business office
12. Payment

Contacts:

Jason Evans for allowable expenses

Bernice Sanchez Gonzales for purchasing cooperatives and clarifications

Campus Principal: Prove it is reasonable and necessary

Assistant Superintendent: Verify it is reasonable and necessary