

**2018-19 ESSA FUNDS - EXPENDITURE
JUSTIFICATION**

Date of Request: _____

Date Needed: _____

Budget Code(s) affected _____

You will need access to the following documents to complete this form:

- a. Comprehensive Needs Assessment
- b. Campus, District or School Improvement Plan (CIP / DIP / SIP)
- c. Vendor order form, quote, or other applicable vendor info

You must answer the following questions in the space provided before your request can be considered:

1	How is the expenditure reasonable and necessary to carry out the intent and purpose of the program?		
2	What need, as identified in the comprehensive needs assessment, does the expenditure address? Explain how the expenditure addresses this need.		
3	How will the expenditure be evaluated to measure a positive impact on student achievement?		
4	Provide the description, as written in the campus or district improvement plan, of the program, activity, or strategy that will be addressed by the expenditure requested. How would the program, activity, or strategy be funded if the Title I, Part A, funds are not available?		
5	How is the expenditure supplemental to other nonfederal programs?		
6	With which campus or district goal(s) does this purchase align?		

Products and/or services associated with this expenditure _____

Vendor _____

Total Amount of Requested Expenditure	\$	
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*****Attach Supporting Documents*****

Requested by: _____
Principal/Coordinator Signature

Campus/Dept. _____

<i>Federal Programs Office Use Only</i>	
Approved _____ Denied _____	Comments (if any) _____
	Date _____

CFO
Approval: _____

Date _____