



Federal Programs Justification Pre-Acquisition Approval Form

Requested by: _____ Campus/Dept.: _____ Date: _____

Vendor and Items to be purchased: _____

Fund Acct. Code: _____ Total Cost of Request: _____

Justification	Documentation
<p>How is the expenditure reasonable and necessary?</p> <p>If not funded with federal funds will this purchase be made? (<i>supplemental</i>)</p> <p>If you were asked to defend this purchase to TEA would you be able to?</p>	
<p>Which TEA Strategic Priority does this supplemental expenditure address?</p> <p>(Check all that apply for this expenditure)</p>	<p>_____ 1. Recruit, support, retain teachers & principals</p> <p>_____ 2. Build a foundation of reading and math</p> <p>_____ 3. Connect high school to career and college</p> <p>_____ 4. Improve low performing schools</p> <p>_____ 5. Other _____</p>
<p>How will this expenditure be evaluated to measure gain for a positive impact on student achievement?</p>	

***Attach any supporting documents as necessary i.e. - quote, SMART goals, data, further justification.**

"By signing this request/report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposed and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise." (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

Requestor Signature: _____ Date: _____

***Note: Allow three business days for approval processing**

<p>Administrator Signature: _____ Date: _____</p> <p>Approved: (Please Initial) _____</p> <p>Denied: (Please Initial) _____</p>
<p>Comments:</p>
<p>Chief Financial Officer Signature: _____ Date: _____</p>