



The Title I Program Cheat Sheet for 2016-2017



When submitting a request to reconcile accounts or purchasing items using Title I funds, a SPSA page or SPSA Modification page that specifically describes the purchase must accompany your request or it *will not* be processed. The holder of the plan is usually the Principal and/or the Title I/TSP Coordinator at your school. They can provide the documents needed to complete your request. The cut-off date for all requests to reconcile accounts or purchase items with Title I funds is ★May 5, 2017★.

Expenditure of Transfer Requests

Please include SPSA plan page and itemized receipt/ invoice. If expenditure transfer is for travel-conference, include 10.12.1 travel form as well. (BUL-5400.0)

Ghost Card

Schools will be required to enter another program other than 7S046 to pay for 50% of the monthly copier charges. (BUL-6518.0)

Imprest

The following are the only allowable Title I expenditures when using a school’s Imprest account. Please use the Title I Imprest Fund Claim form found at www.achieve.lausd.net/fsep. *These expenditures must be specifically described in the school’s SPSA.* (REF-1706.4)

- **Admission Fees to approved educational activities** – (REF-2111.0 and REF-2191.4)
 - SPSA plan page, itemized receipt/invoice (with location)
- **Conference Registration Fees to Title I-allowed conferences for staff and parents** – (BUL-5525.1)
 - SPSA plan page, approved 10.12.1 travel form, conference registration receipt/invoice
- **Contract Bus Services –to locations approved by LAUSD** – (BUL-1521.1)
 - SPSA plan page, approved 34-EH-57 student field trip form, itemized receipt/invoice
- **Supplemental Instructional Materials-** from the Warehouse, <http://achieve.lausd.net/Page/8647> and items described in the Program and Budget Handbook p. A-37
 - SPSA plan page, itemized receipt/invoice

Submit all documents to fsep@lausd.net. Failure to submit all required form will delay your claim.

P-Card

The only P-Card expenditures that can be reconciled with Title I funds are:

- **Admission Fees to approved locations**
 - SPSA plan page, itemized receipt/invoice (with location)
- **Conference Registration Fees**
 - SPSA plan page, approved 10.12.1 travel form, conference registration receipt/ invoice
- **Supplemental Instructional Materials** for items described in the Program and Budget Handbook p. A-37
 - SPSA plan page, itemized receipt/invoice

These expenditures must be specifically described in the school’s SPSA. Other expenditures, not named above, charged to the school’s P-card, even if they are allowed by Title I and in the SPSA, could be subject to payback. (BUL-6518.0)

Shopping Cart

Title I Shopping Carts will require documentation to be attached to the order, including a SPSA page/SPSA Modification page and quote that specifically states the items being purchased. Some items may require additional documentation (see below). If all required documentation is not included, your complete order will be rejected. All items listed below will require an additional approver (LD Title I Coordinator or Central Office Title I Approver). If you have additional questions, contact your LD Title I Coordinator. (BUL-6517.0)

Commitment Item	Commitment Description for Title I Purposes	Commitment Item	Commitment Description for Title I Purposes
420010	Other Books-Gen Purp.-reference books, etc. <i>(additional documentation needed: submit list of books to be purchased)</i>	520002	Travel/Conf. Attendance <i>(additional documentation needed: submit completed 10.12.1 travel form, conference flyer)</i>
430001	General Supplies-Technology	580001	Prof. Services Contract-Non-Inst. <i>(additional documentation needed: MOU or contract, if applicable)</i>
430003	M&O Supplies-Custodial supplies for Title I Interventions - \$1 per student per intervention session <i>(additional documentation needed: submit school flyer for intervention program)</i>	580005	Admission Fees
430010	Supplemental Instructional Materials -including first time purchases of software licenses (for use in the current school year) and selected Stores Warehouse items	580012	Contract Bus Services <i>(additional documentation needed: submit a completed 34-EH-57 field trip form)</i>
440001	Non-Cap Equipment.- All Other	580020	Software Licenses Maintenance – Renewal of Licenses (for use in the current school year)
		580030	Prof. Services Contract-Inst. <i>(additional documentation needed: MOU or contract, if applicable)</i>