



# The Title I Program Cheat Sheet for 2018-2019



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 Designee 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, 2019** ★.

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## Ghost Card

Schools will be required to enter another program other than 7S046 to pay for 50% of the monthly copier charges. (BUL-6518.1)  
When reconciling Toshiba copier charges, use commitment item 580002.

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## Travel Card

When reconciling the travel card through the SAP system for contract bus services and/ or conference expenses (airfare, lodging, etc), make sure to attach SPSA / SPSA modification page specifically describing the conference attended, approved 10.12.1 travel form, receipt/ invoice for expenditure, conference flyer with dates.

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## Imprest- claims must be in no later than May 5<sup>th</sup>

The following are the only allowable Title I expenditures when using a school's Imprest account. Imprest claims will only be accepted through the Imprest Claim System in SAP. Submit Title I Imprest claims separately from other programs. *These expenditures must be specifically described in the school's SPSA.* Failure to attach all required documents will delay your claim. (REF-1706.4)

- Admission Fees to approved educational activities (580005)– (REF-2111.1)
  - SPSA plan page, itemized receipt/invoice with location
- Conference Registration Fees to Title I (520002) -allowed conferences for staff (BUL-5525.2) and parents (BUL-6748.0)
  - SPSA plan page, approved 10.12.2 travel form, conference registration receipt/invoice, conference flyer with dates
- Contract Bus Services –to locations approved by LAUSD (580012) – (BUL-1521.1)
  - SPSA plan page, approved 34-EH-57 student field trip form, itemized receipt/invoice with location
- Supplemental Instructional Materials (430010) - for items described in the Program and Budget Handbook p. 32
  - SPSA plan page, itemized receipt/invoice

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## P-Card- purchases with the P-card must be made no later than May 5<sup>th</sup>

*These expenditures must be specifically described in the school's SPSA.* Other expenditures, not named below, 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-6518.1) To assist with the approval of P-Card reconciliations and potential audits, it is recommended that the school provide a specific description in the "Extras" tab of the items purchased/name of the conference/curricular trip destination.

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

- Admission Fees to approved locations (580005)– (REF-2111.1)
  - SPSA plan page, itemized receipt/invoice with location
- Conference Registration Fees (520002) -allowed conferences for staff (BUL-5525.2) and parents (BUL-6748.0)
  - SPSA plan page, approved 10.12.2 travel form, conference registration receipt/invoice, conference flyer with dates
- Supplemental Instructional Materials (430010) - for items described in the Program and Budget Handbook p. 32
  - SPSA plan page, itemized receipt/invoice
- Contract Bus Services –to locations approved by LAUSD (580012) – (BUL-1521.1)
  - SPSA plan page, approved 34-EH-57 student field trip form, itemized receipt/invoice with location
- Software License Maintenance (580020) - for renewal of licenses ending by **June 30<sup>th</sup>** of the current school year
  - SPSA plan page, itemized receipt/invoice
- Other Books (420010) – PD Books, Reference materials for student (thesaurus, picture dictionaries), Books for the school library
  - SPSA plan page, receipt/ invoice listing all books purchased

## Expenditure Transfer Requests into Title I 7S046

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) If the expenditure will move from another program to Title I, please email a copy of the document to Cindy delos Santos-Iya at cindy.delossantos@lausd.net. If the expenditure will move from Title I to another program, please email a copy of the document to Marilou Valencia at marilou.valencia@lausd.net.

### **Shopping Cart- orders must be in no later than May 5<sup>th</sup> and must be reconciled by June 30<sup>th</sup>**

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-6517.1)

Commitment Item	Commitment Description for Title I Purposes	Description for Title I
420010	<b>Other Books</b> <i>additional documentation needed: submit list of books to be purchased</i>	PD Books, reference materials for student (thesaurus, picture dictionaries), books for the school library
430001*	<b>General Supplies-Technology</b> <i>under \$500 including tax, shipping and other ancillary charges</i>	<b>Items Less than \$500</b> <i>Examples include but are not limited to: Laptops, Netbooks, iPads, iPods, E-Readers, Projectors, Graphing Calculators, Document Readers, Classroom Printers, Chromebooks, Keyboards, Fire Sticks, Apple TV, Flash Drive/Memory Cards, Speakers/Headphones</i>
430003	<b>M&amp;O Supplies-Custodial supplies for Title I Interventions</b> - \$1 per student per intervention session <i>(additional documentation needed: submit school flyer for intervention program)</i>	<i>Consumable supplies (toilet paper, toilet seat covers, soap, paper towels, trash bags) used in connection with Title I Intervention program services</i>
430010	<b>Supplemental Instructional Materials (SIM)</b> <i>including first time purchases of software licenses (for use in the current school year) and selected Stores Warehouse items</i>	<i>Materials that supplement the instructional program (ELA, math, history/ social science, science) and are not required by the core curriculum. SIM are specific to the classroom delivery of instruction. Examples include: classroom library books, supplemental publisher workbooks, realia such as maps and charts, manipulatives, science kits (labs), instructional videos &amp; DVDs, flash cards, initial software license Fees, educational apps, leveled readers, classroom set of novels</i>
440001*	<b>Non-Cap Equipment</b> <i>between \$500 and \$4,999 (including tax, shipping and other ancillary charges)</i>	<b>Items between \$500 and \$4,999</b> <i>Examples include but are not limited to: laptops, desktops, iPads, E-readers, projectors, document readers, printers</i>
520002	<b>Travel/Conference Attendance</b> <i>additional documentation needed: submit completed 10.12.2 travel form, conference flyer with dates</i>	<i>Funds for all expenses including travel. The conference must be an integral part of the staff professional development/parent involvement activities identified in the SPSA. (e.g., COBA, CAFE, AVID, workshops, etc.)</i>
560006	<b>Maintenance of Equipment</b> <i>charges must be split 50/50 with general funds</i>	<i>Funds to pay for repairs and maintenance of Title I equipment used to support instructional and/or professional development activities such as computers, copiers, etc.</i>
560011	<b>Rental of Equipment</b> <i>charges must be split 50/50 with general funds</i>	<i>Funds for a lease agreement for instructional equipment</i>
580005	<b>Admission Fees</b> <i>to District approved locations</i>	<i>Funds to pay for admission tickets for approved academic curricular trips. The SPSA must specifically describe the need for this item.</i>
580012	<b>Contract Bus Services</b> <i>additional documentation needed: submit a completed 34-EH-57 field trip form</i>	<i>Funds for district approved charter or private school bus companies</i>
580020©	<b>Software Licenses Maintenance</b> <i>Renewal of Licenses for use in the current school year</i>	<i>Funds to pay for maintaining internet-based software licenses and publications that supplement the core instructional program</i>
580030	<b>Prof. Services Contract-Inst.</b> <i>additional documentation needed: MOU or contract, if applicable</i>	<i>Funds for contracts with firms providing instructional programs/ services. Identify the name of the company(ies).</i>

\* All General Supplies Technology and/ or equipment must be in place at the school site by May 5, 2019

© Start dates for all software licenses must occur no later than May 5, 2019 and end by June 30, 2019

Revised 7-18-18