WATCH OUT FOR THAT RUN-AWAY SHOPPING CART!

A GUIDE TO AVOIDING SHOPPING CART ORDER "CRASHES"

FOR SCHOOL ADMINISTRATIVE ASSISTANTS/FINANCIAL MANAGERS
FROM THE LDNW TITLE I TEAM (ALSO VISIT THE LDNW T1 WEBPAGE!!)



All Shopping Carts

- ▶ Is the purchase authorized? Any and all purchases in Title I must be specifically described and budgeted in the school's <u>District-approved</u> SPSA or in a <u>District-approved</u> SPSA Modification. E.g., if the SPSA states that the school will buy Accelerated Reader, the school cannot purchase STAR Reading even though it is sold by the same vendor, is in the quote, and is even related to Accelerated Reader.
- ➤ <u>Does the purchase stay within the SPSA's authorized budget?</u> The school cannot make any purchase that exceeds the budget for that specific item in the SPSA even if it has funds in the budget line!!!
- ▶ <u>Did I enter each line item accurately?</u> The line item should match the quote/contract/LRP form. Be sure to choose an appropriate product category, especially to ensure that taxes are charged only for taxable items.
- Did I use the correct General Ledger Account (Commitment Item Number) for each item line? It needs to match the Commitment Item number for the Budget Item used to fund the purchase of that item in the SPSA. Ancillary costs use the same General Ledger Account as the product being purchased (e.g., integration services and e-Waste for a laptop). Hint: Use the <u>Title I Commonly Budgeted Items</u> tool posted on the LDNW Title I webpage!!
- ➤ <u>Did I upload all of the required SPSA documentation that authorizes the purchase?</u> Upload the required pages* from a <u>District-approved</u> SPSA and/or an entire <u>District-approved</u> SPSA Modification. <u>Tip</u>: Look at the samples on page 2. When in doubt, check with your school's Title I Coordinator/Designee!!
 - * "Required pages" means the approved SPSA page(s) that contain(s) <u>both</u> the narrative description of the expenditure <u>and</u> the budget line (program fund, budget item, and budgeted amount). Be sure to include both parts sometimes they are on different pages.
- <u>Did I upload the vendor quote/proposed contract/LRP Form?</u> Even Stores Warehouse orders require a completed LRP Form.

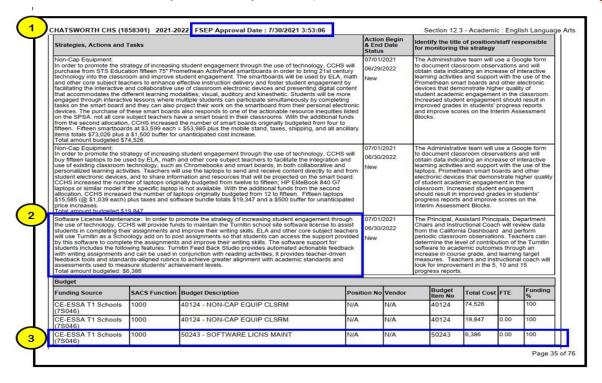
Software Licenses and Professional Service Contracts

- Does the vendor quote clearly state that the license/contract is only for the current school year? (E.g., "2021-2022 School Year" or "07/01/20 to 06/30/21" or "Expires 06/30/22")
- Did I enter the training/PD cost on the software license quote as a separate item? PD/training included in a software quote can be purchased **only if** the approved SPSA/SPSA Modification has specifically budgeted it under Contracted Instructional Services. Be sure to enter it with the correct GL!
- Duplo Machine Maintenance Contracts
 - ▶ <u>Is the Shopping Cart order correctly multi-funded?</u> Title I requires schools to multi-fund Duplo maintenance contracts with 50% Title I funds and 50% general funds. Be sure to use the "Cost Distribution" function under the Account Assignment tab in the Shopping Cart. Not sure how to do it? Use the "How to Create a Multi-Funded Shopping Cart" Job Aid posted on the <u>LDNW Title I webpage</u>. We also have posted a sample Duplo 50-50 Shopping Cart order as additional support.



SAMPLE OF AN SPSA PAGE THAT MEETS TITLE I REQUIREMENTS FOR SUBMITTING A COMPLIANT SHOPPING CART ORDER

(It contains all three required components)



SAMPLE OF AN SPSA MODIFICATION SIGNATURE PAGE THAT MEETS TITLE I REQUIREMENTS FOR SUBMITTING A COMPLIANT SHOPPING CART ORDER (It contains all FOUR required signatures)



