

Los Angeles Unified School District

2025-2026 Title I Program Cheat Sheet

(7S046, 70S46, 7E046, and 7T691)

When submitting a request to reconcile accounts or purchasing items using Title I funds, a SPSA page or SPSA Modification that specifically describes the purchase **must** accompany your request. The plan holder is usually the Principal and/or the Title I Designee at your school. They can provide the documents needed to complete your request.

Ghost Card

Schools can budget up to 50% of the monthly copier charges with 7S046 ([BUL-134710.0](#)).
When reconciling Toshiba copier charges use commitment item 580002. Charges should be reconciled at the end of each month.

P-Card and Imprest

Both types of claims must go through SAP. Submit Title I Imprest claims separately from other programs. The school's SPSA must describe the expenditures. **Other expenditures, not named below, charged to the school's P-Card or Imprest account—even if they are allowed by Title I and are in the SPSA—could be subject to a payback.** All items listed below will require an additional approver. Failure to attach all required documents will delay your claim. Please contact procurement for other guidance and note that the P-Card **cannot** be used for Stores Warehouse or technology purchases.

P-Card purchases must be made no later than **June 6th**. Imprest reimbursement claims must be submitted no later than **May 23rd**. This deadline is subject to change

The following are the only allowable Title I expenditures when using a school's P-Card ([BUL- 134710.0](#)) or Imprest account ([REF-1706.4](#)).

- **Admission Fees (580005) for approved educational activities ([REF-2111.1](#) & [REF-2191.4](#))** - SPSA page and itemized receipt/invoice with location
- **Conference Registration Fees (520002) –allowed for conferences for staff ([BUL-5525.3](#)) and parents ([BUL-6748.2](#))** - SPSA page, approved status report from Concur for staff or approved 10.12.1 travel claim form for parents, conference registration, receipt/invoice, and conference flyer with dates. For virtual conferences, the approved status report (for staff) and the 10.12.1 form (for parents) may not be needed. Please consult with procurement for the most up-to-date information.
- **Contract Bus Services (580012) –to approved LAUSD locations ([BUL-1521.1](#))** - SPSA page and itemized receipt/invoice with location and fieldtrip summary from the iFieldtrip system.
- **Supplemental Instructional Materials (430010) –for items described in the Program and Budget Handbook under the Budget Items and Guidelines Section** - SPSA page and itemized receipt/invoice
- **Software License Maintenance (580020) –for current school year**licenses renewal** SPSA page and itemized receipt/invoice
- **Other Books (420010) –PD Books, reference materials for use in the library or classroom (thesaurus, picture dictionaries), books for the school library** - SPSA page and receipt/invoice listing all books purchased
- **General Supplies Technology—under \$500 including tax, shipping, and other ancillary charges (P-card only, no Imprest, January 30th deadline still applies)**

****Start dates for all software licenses must occur no later than May 5, 2026, and end by June 30, 2026.**

Expenditure Transfer Requests into Title I (7S046)/ CSI (7T691) – ([BUL-5400.0](#))

Please include the following items when submitting an expenditure transfer from another program to Title I:

- SPSA plan page
- Vendor invoices and Purchase Order
- Journal Entries and explanations for the transfer requests
- FM011, FM012 or GL025 for the transfer transactions. Must include the following headers: Fiscal Year, Fund, Fund Name, Fund Center, Fund Center Name, Functional Area, GL Account, Amount, Period, Doc#, Item Text, PO Number, Vendor number and Name
- For travel-conference, include ATRN form (for parents) or approved status report from Concur
- For equipment purchases over \$500, updated Categorical Equipment Inventory
- For equipment purchases over \$10,000 per unit, Equipment and Capital Expenditures Approval from CDE

Please email a copy of all required documents to your **Regional Title I Coordinator** by **June 2nd**. **Do not submit documents directly to General/SFP Accounting.** For expenditures moving from **Title I (7S046)** to another program, please email a copy of the document to Jesusa Cantillana at j.cantillana@lausd.net. For expenditures moving from **CSI (7T691)** to another program, please email a copy of the document to Marilou Valencia at Marilou.valencia@lausd.net

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Ariba orders must be in no later than **May 5th** and must be reconciled by **June 30th**.

Title I Ariba orders will require documentation to be attached to the order, including a SPSA page/SPSA Modification and quote (or formal agreement) that specifically states the items being purchased. Some items may require additional documentation (see below). All required documentation must be included for the Ariba order to be approved. All items listed below will require an additional approver (Regional Title I Coordinator or Central Office Title I Approver). If you have questions, see [BUL-134711.0](#) or contact your Regional Title I Coordinator.

* All Title I General Supplies-Technology and/or Non-Capitalized Equipment Purchase Requisitions, must be submitted in Ariba by **January 30th** so that equipment is received by **May 5th** of the current school year.

GL/Commitment Item	Commitment Item Description for Title I purposes	Description for Title I
420010	Other Books —additional documentation needed: submit list of books to be purchased	PD books, reference materials for student (thesaurus, picture dictionaries), books/ e-books for the school library
430001*	General Supplies Technology —under \$500 <i>including tax, shipping, and other ancillary charges</i>	Examples include but not limited to: iPads, Chromebooks, projectors, document cameras, classroom printers, and speakers. Please refer to the Program and Budget Handbook and/or FSEP website for more choices and additional information.
430003	M&O Supplies —Custodial Supplies for Title I Interventions - \$1.25 per student per intervention session (additional documentation needed: submit school flyer for intervention program)	Consumable supplies (toilet paper, toilet seat covers, soap, paper towels, trash bags) used in connection with Title I Intervention program services
430010	Supplemental Instructional Materials (SIM) —including first time purchases of software licenses (for use in the current school year) and selected Stores Warehouse items	Materials that supplement the instructional program (ELA, math, history/social science, science) and are not required by the core curriculum. SIMs are specific to the classroom delivery of instruction. Examples include but are not limited to classroom library books, supplemental publisher workbooks, realia such as maps and charts, and math manipulatives. Please refer to the Program and Budget Handbook and/or FSEP website for more choices and additional information.
440001*	Non-Capitalized Equipment —between \$500 and \$4,999 (<i>including tax, shipping, and other ancillary charges</i>)	Examples include but are not limited to laptops, desktops, iPads, e-readers, projectors, document readers, printers.
520002	Travel/Conference Attendance —additional documentation needed: submit approved status report from Concur for staff or approved 10.12.1 travel claim form for parents and conference flyer with dates. For virtual conferences, the approved status report from Concur and the 10.12.1 form (for parents) may not be needed. Please consult with procurement for the most up-to-date information.	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, CABE, AVID, workshops, etc.)
560006	Maintenance of Equipment —The maximum charge to Title I is 50% of the cost. Additional documentation needed: maintenance agreement or contract	Funds to pay for repairs and maintenance of Title I-funded equipment used to support instructional and/or professional development activities such as computers, copiers, etc.
560011	Rental of Equipment —The maximum charge to Title I is 50% of the cost.	Funds for a lease agreement for non-instructional equipment such as copiers (Non-Toshiba copiers).
560011	Rental/Lease Equipment —Instructional use	Schools that are leasing instructional equipment such as Apple computers or smart boards must budget using Rental/Lease Equipment (Budget item #50256).
580005	Admission Fees — for approved educational activities	Funds to pay for admission tickets for approved academic curricular trips. The SPSA must specifically describe the need for this item and/or location.
580012	Contract Bus Services – additional documentation needed: submit a completed fieldtrip summary from the iFieldtrip system.	Funds for district approved charter or private school bus companies.
580020**	Software Licenses Maintenance —Renewal of licenses for use in the current school year **	Funds to pay for maintaining internet-based software licenses and publications that supplement the core instructional program.
580030	Professional Services Contract Instructional —additional documentation needed: MOU or contract, if applicable	Funds for contracts with firms providing instructional programs/services. Identify the name of the company(ies).
580001	Professional Services Contract Non-Instructional - additional documentation needed: MOU or contract, if applicable	Funds to pay for Information Technology service contracts. Identify the name of the company(ies).

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