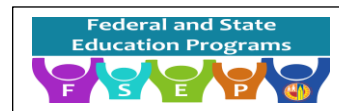


Los Angeles Unified School District
2019-2020 Title I Program Cheat Sheet
(7S046, 7E046, and 7T691)



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 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, 2020★**.

Ghost Card

Schools can budget up to 50% of the monthly copier charges with 7S046 (BUL-6518.1).
When reconciling Toshiba copier charges use commitment item 580002.

Travel Card

When reconciling the travel card through the SAP system for contract bus services and/or conference expenses (airfare and lodging). Make sure to attach the SPSA page/SPSA modification specifically describing the conference attended, approved travel request notification (ATRN) for staff or approved 10.12.2 travel claim form for parents, receipt/invoice for expenditure, and conference flyer with dates.

Imprest (claims must be in no later than May 5th)

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

- **Admission Fees (580005) –to approved educational activities (REF-2111.1)**
-SPSA page and itemized receipt/invoice with location
- **Conference Registration Fees (520002) –allowed for conferences for staff (BUL-5525.3) and parents (BUL-6748.1)**
-SPSA page, approved travel request notification (ATRN) for staff or approved 10.12.2 travel claim form for parents, conference registration, receipt/invoice and conference flyer with dates
- **Contract Bus Services (580012) –to approved LAUSD locations (BUL-1521.1)**
-SPSA page, approved 34-EH-57 student field trip form and itemized receipt/invoice with location
- **Supplemental Instructional Materials (430010) –for items described in the Program and Budget Handbook p.32**
-SPSA page and itemized receipt/invoice

P-Card (purchases must be made no later than May 5th)

The school's SPSA must specifically describe the expenditures. Other expenditures, not named below, charged to the school's P-Card (BUL-6518.1)—even if they are allowed by Title I and are in the SPSA—could be subject to payback. 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 item(s) purchased/name of the conference/curricular trip destination

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

- **Admission Fees (580005) –to approved to locations (REF-2111.1)**
-SPSA page and itemized receipt/invoice with location
- **Conference Registration Fees (520002) –allowed for conferences for staff (BUL-5525.3) and parents (BUL-6748.1)**
-SPSA page, approved travel request notification (ATRN) for staff or approved 10.12.2 travel claim form for parents, conference registration receipt/invoice, and conference flyer with dates
- **Supplemental Instructional Materials (430010) –for items described in the Program and Budget Handbook p.32**
-SPSA page and itemized receipt/invoice
- **Contract Bus Services (580012) –to approved LAUSD locations (BUL-1521.1)**
-SPSA page, approved 34-EH-57 student field trip form, and itemized receipt/invoice with location
- **Software License Maintenance (580020) –for renewal of licenses ending by June 30th of the current school year**
-SPSA page and itemized receipt/invoice
- **Other Books (420010) –PD Books, reference materials for students (thesaurus, picture dictionaries), books for the school library**
-SPSA page, and receipt/invoice listing all books purchased

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Shopping Cart (orders must be in no later than May 5th and must be reconciled by June 30th)

Title I Shopping Carts will require documentation to be attached to the order, including a SPSA page/SPSA Modification and quote that specifically states the items being purchased. Some items may require additional documentation (see below). All required documentation must be included in order for the shopping cart to be approved. All items listed below will require an additional approver (LD Title I Coordinator or Central Office Title I Approver). If you have questions see BUL-6517.1 or contact your LD Title I Coordinator.

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

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 for the school library
430001*	General Supplies Technology —under \$500 including tax, shipping and other ancillary charges	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.e.
430003	M&O Supplies —Custodial Supplies for Title I Interventions - \$1 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. 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), scientific calculators, instructional videos and DVDs, flash cards, initial software license fees, educational apps, leveled readers, classroom set of novels.
440001*	Non-Capitalized Equipment —between \$500 and \$4,999 (including tax, shipping and other ancillary charges)	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 travel request notification (ATRN) for staff or approved 10.12.2 travel claim form for parents and conference flyer with dates	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	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
560011	Rental/Lease Equipment —Instructional	Schools that are leasing instructional equipment such as Apple computers or smart boards must be budgeted using Rental/Lease Equipment (Budget item #50256).
580005	Admission Fees —to District approved locations	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 34-EH-57 field trip form	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).

© Start dates for all software licenses must occur no later than May 5, 2020 and end by June 30, 2020.

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.