SUBMIT BA
AND SPSA
MODIFICATION
TO YOUR
FISCAL
SPECIALIST

(VIA EMAIL)

SHOPPING
CART MUST BE
SUBMITTED IN
BTS (SAP,
SHOPPING
CART ONLINE
SYSTEM).

SPSA PAGE/MODIFICATION (FOUR SIGNATURES) & QUOTE

RECEIVED

AT THE

SCHOOL.

BUDGET ADJUSTMENT
(BA)
&
SPSA MODIFICATION
TIMELINE
for

TECHNOLOGY/EQUIPMENT ONLY

- NON-CAPITALIZED EQUIPMENT (more than \$500 per item including ancillary charges)
- GENERAL SUPPLIES TECHNOLOGY (less than \$500 per item including ancillary charges)