Federal Programs
Budget Meeting Guiding Questions

These questions should guide your budget committee meetings each month. Responses should be part of the meeting minutes.

- What were the monthly expenditures?
- What purchases have been received this month?
- Have we verified receipt of all items purchased by checking each item on the purchase order(s)?
- Have we signed the purchase order(s) of items received and uploaded the purchased order into etrieve as an AP Receiving document for payment?
- Do we have any outstanding purchases we have not received to this point? Has the vendor been contacted for items not received?

**Please Note:** Vendors should be contacted if items are not received within 30 days. Send them a copy of the approved purchased order.

- Did we place a copy of the approved purchased order in the Title I evidence box, after receipt of all items?
- What is the Title I balance? What % of funds have been expended to this point?
- What are we purchasing for next month?
- Next Steps