<table>
<thead>
<tr>
<th>Table of Contents</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>3</td>
</tr>
<tr>
<td>Section 1: Federal Purchases</td>
<td>4</td>
</tr>
<tr>
<td>• Purchase Requisition</td>
<td></td>
</tr>
<tr>
<td>• Purchase Order</td>
<td></td>
</tr>
<tr>
<td>• AP Receiving Document</td>
<td></td>
</tr>
<tr>
<td>Section 2: Supplemental Work/Stipend Request</td>
<td>6</td>
</tr>
<tr>
<td>• Tutors</td>
<td></td>
</tr>
<tr>
<td>• Parent Engagement Coordinator</td>
<td></td>
</tr>
<tr>
<td>• Curriculum Planning</td>
<td></td>
</tr>
<tr>
<td>• Summer Enrichment</td>
<td></td>
</tr>
<tr>
<td>• Professional Development (In-house staff training)</td>
<td></td>
</tr>
<tr>
<td>Section 3: Services Provided</td>
<td>7</td>
</tr>
<tr>
<td>• Service Reports / Timesheets</td>
<td></td>
</tr>
<tr>
<td>• Tutoring Rosters and Daily Tasks Log</td>
<td></td>
</tr>
<tr>
<td>• Time and Effort</td>
<td></td>
</tr>
<tr>
<td>• Consultant</td>
<td></td>
</tr>
<tr>
<td>Section 4: Employee Professional Development and Travel</td>
<td>9</td>
</tr>
<tr>
<td>• Request for Approval of Professional Development Travel</td>
<td></td>
</tr>
<tr>
<td>• Request for In-House Professional Development</td>
<td></td>
</tr>
<tr>
<td>• Reimbursement for PD Travel</td>
<td></td>
</tr>
<tr>
<td>• BCS Travel Policy</td>
<td></td>
</tr>
<tr>
<td>Section 5: Equipment and Supplies</td>
<td>15</td>
</tr>
<tr>
<td>• Equipment</td>
<td></td>
</tr>
<tr>
<td>• Inventory</td>
<td></td>
</tr>
<tr>
<td>• Transfer and Disposal</td>
<td></td>
</tr>
<tr>
<td>Section 6: Evidence &amp; Record Retention</td>
<td>16</td>
</tr>
<tr>
<td>• Title I Crate</td>
<td></td>
</tr>
<tr>
<td>Federal Programs At Your Fingertips</td>
<td>17</td>
</tr>
<tr>
<td>Appendix A: Contacts</td>
<td>18</td>
</tr>
<tr>
<td>Appendix B: Forms and Documents</td>
<td>19</td>
</tr>
</tbody>
</table>
INTRODUCTION

The Federal Programs Procedures Manual is intended as a resource for district employees. These procedures and instructions outline the process or required steps for routine federal programs operations in accordance with Birmingham City Schools policies and procedures as well as the Alabama State Department of Education guidance, and any other applicable laws or regulations.

Our Vision
To be recognized as one of the most effective Federal Programs Departments in the state committed to serving Birmingham City Schools staff, students, parents, and community.

Our Mission
To provide district, school, and community support which promote the overall improvement in the educational achievement of students.

Our Core Values
- To be knowledgeable of state and federal compliance guidelines
- To effectively assist the district and schools with interpreting and implementing state and federal guidelines
- To work collaboratively with our stakeholders to ensure cohesiveness between the district, school, and community
- To effectively monitor and support schools to ensure compliance
- To provide guidance in developing and monitoring the School Improvement Process
- To provide guidance in fiscal management as it relates to Federal funds
- To create a culture of compliance within Birmingham City Schools

Federal Programs: We Are MOVING Forward

Motivated • Operating in Excellent • Visionary • Intentional • Necessary • Growing
Section 1: Federal Purchases

PURCHASE REQUISITION

Platform: NextGen

Who Completes This Task: Bookkeeper/Clerical Support with direction from a Principal/Administrator

Process/Steps
Any expenditure with federal funds must be **PRE-APPROVED** before services are rendered. To request the use of federal funds, all entries must be generated in NextGen to generate a purchase requisition.

1. Submit the purchase requisition electronically using NextGen
2. Attachments should be uploaded to the requisition
3. Approval will be sought by all levels in the routing approval process
4. Monitor the process to prevent delays if this is time sensitive
5. The authorized person (principal/supervisor) goes into their queue and approves the requisition. Until the requisition is approved at the school level, the routing approval process cannot proceed.
6. After the requisition has been approved by the principal, the requisition is routed to the next authorized department/person(s):
   a. Federal Programs; Technology (technology purchases); Learning Network & Academic Officer (based on price value); CSFO and/or Assistant CSFO; Purchasing Director for final approval.
   b. Upon approval in NextGen, a purchase order will be issued

Required Documentation
- Title Expenditure Form is needed for ALL federal purchases
- Quote, Shopping Cart (include shipping & handling) and/or an approved contract. If $50,000 or more, include an approved BOE agenda item
- All contracts must be approved & signed by the BCS Legal Department prior to being attached for all contractual services
- Approved field trip forms from the Instructional Superintendent
- Consultant Request Form and a Funding Request Plan for Consultant Form
- Proposal for Professional Development Form is needed for in-house/internal PD requests or staff retreats
- All forms attached must be completed entirely and signed by all required parties
PURCHASE ORDER
(Transfer of Requisition to a Purchase Order)

Platform: NextGen

Who Completes This Task: Purchasing Director and/or Purchasing Clerk

Process/Steps

● Once the Purchasing Director approves the requisition, the Purchasing Department staff will transfer the requisition to a purchase order.
● The approved, signed purchase order is emailed to the vendor and the originator (person who entered the requisition). If the vendor is not-setup to receive emails, the purchase order will be sent via US mail until an email account has been created.

★ Requisitions DO NOT authorize purchases; they are requests to make purchases.
★ Only BCS issued purchase orders should be used to authorize purchases. A purchase order must be secured to serve as the basis for issuing a check.
★ Proper approvals should be obtained prior to an obligation to pay. These controls ensure that all BCS resources are expended in an appropriate manner (allowable expenses).
★ The purchase order should adequately describe the items to be purchased, reference bid numbers, and board approved agenda items, if applicable.
★ Financial obligations must be paid within a timely manner, no more than 30 days.

AP RECEIVING DOCUMENT
(Payment to the Vendor)

Platform: ETrieve

Who Completes This Task: Bookkeeper/Clerical Support (originator of Requisition)

Process/Steps

● WHEN TO USE: Once an approved purchase order has been generated and after goods/services have been received and/or rendered.
● WHAT TO ATTACH: Invoice or packing slip (if available) or a signed purchase order (if an invoice is not available). There must be an attachment, or it will not process. Documents must be jpeg or PDF format.
● WHO TO SUBMIT TO: Submit to AP Supervisor once completed to notify accounts payable for payment to the vendor.
Section 2: Supplemental Work / Stipend Request

SUPPLEMENTAL WORK
(Stipend Request for Additional Work)

Platform: ETrieve

Who Completes This Task: Principal/Administrator or Bookkeeper/Clerical Support

Process/Steps
The Supplemental Work (Stipend Request) is a request for approval of an employee that will be performing extra duties outside of contractual hours. A stipend request must be submitted for approval a minimum of 30 days prior to the start of working.

1. Select Forms
2. Select Supplemental Work Approval
3. Complete the entire form and ensure the Account Number (GL Number) is correct
4. Attach all required documentation
5. Submit to your immediate supervisor for processing of approval routing.

Required Documentation
- Title Expenditure Form
- Supplemental Work Stipend Approval Rationale
Section 3: Services Provided

**SERVICE REPORTS**
(Request for financial compensation of services rendered)

**Platform:** Electronic or Manual Service Reports

**Who Completes This Task:** Bookkeeper/Clerical Support with direction from a Principal/Administrator

**Process/Steps**
Federal Programs Service Reports are for prior approved supplemental services (tutor, parent engagement coordinator, curriculum planning, or school-based professional development) and are due to the Federal Programs office by the 5th of each month. If the 5th falls on the weekend or holiday, the reports are due the following business day. All service reports and forms must be approved/signed by the Principal/Administrator.

**Required Documentation**
- Service Report Form
- Frontline Timesheet / Work Detail View
- Time & Effort Form
- Tutoring Roster
- Daily Tasks Log

**TUTORING ROSTER & DAILY TASKS LOG**
(Documentation of Services Provided)

**Platform:** Manual Forms

**Who Completes This Task:** Employee & Student (tutoring roster only)

**Process/Steps**
- Tutoring Roster - should be completed daily by the employee and signed by students to verify tutoring services provided.
- Daily Tasks Log - should be completed by the Parent Coordinator, Inventory Liaison or Certified Employee (planning) to verify the extra duties provided.
- All forms should be approved/signed by the Principal/Administrator.
TIME & EFFORT

(Documentation of Services Provided)

Platform: Manual Forms

Who Completes This Task: Employee and Supervisor

Process/Steps

- Full-time salaried employees paid from Federal funding
  - 100% Funding Source Form must be completed each semester
  - Multiple Funding Sources Form must be completed quarterly
  - The forms must be signed by both the employee and principal/supervisor
- Supplemental Work/Stipend - any extra duties performed outside of contractual hours and being paid from Federal funding must complete the general compiled form and signed by the principal/supervisor
  - Tutoring
  - Parent Coordinator
  - Inventory Liaison
  - Curriculum planning
  - Professional Development Stipends

Required Documentation

- Single Funding Source 100% Form
- Multiple Funding Sources Form
- Time and Effort Certifications for Employee Stipends Form

CONSULTANT

Platform: NextGen

Who Completes This Task: Bookkeeper/Clerical Support with direction from a Principal/Administrator

Process/Steps

- Follow same process/steps for entry of a purchase requisition (located on page 4)

Required Documentation

- Consultant Request Form
- Title Expenditure Form
- Proposal for Professional Development Form
Section 4: Employee Professional Development and Travel

REQUEST FOR PROFESSIONAL DEVELOPMENT TRAVEL

Platform: Etrieve

Who Completes This Task: Individual Employee requesting travel

Process/Steps
1. Select Forms
2. Select current year Professional Learning Request & Expense Report (New Rate)
3. Complete the entire form including Prepaid Expenses (hotel, flight, & registration)
4. Attach all required documentation
5. Submit to your immediate supervisor for processing of approval routing.

Required Documentation
- Completed Registration Form or Invoice
- Conference Agenda
- Title Expenditure Form
- Proposal for Professional Development Form

REQUEST FOR IN-HOUSE PROFESSIONAL DEVELOPMENT
(Staff Retreats, Speaker for Staff Training, etc.)

Platform: NextGen

Who Completes This Task: Bookkeeper/Clerical Support with direction from a Principal/Administrator

Process/Steps
Follow same process/steps for entry of a purchase requisition (located on page 4)

Required Documentation
- Quote or approved contract from BCS Legal
- Title Expenditure Form
- Proposal for Professional Development Form
REIMBURSEMENT FOR PD TRAVEL

Platform: Etrieve

Who Completes This Task: Individual Employee requesting reimbursement for travel

Process/Steps
1. Select the original approved travel request located in the Etrieve Inbox.
2. Scroll down to the Expenses section and select “I have completed my trip and have expenses to submit for reimbursement” & complete the remaining section below.
3. Attach any applicable receipts and/or supporting documentation.
4. Submit to your immediate supervisor for processing of approval routing.

Required Documentation
- Approved Etrieve Professional Learning Request & Expense Report
- Applicable Receipts (i.e., luggage & parking at airport/hotel/convention center)
Birmingham City Schools
Travel Policy

Educational and professional developmental benefits accrue to the Birmingham City Schools by having administrative and other employees attend state, local, regional, and national professional meetings. Accordingly, the Board authorizes the Superintendent or his/her designee to approve attendance based on program needs and the availability of funds.

All travel must relate to an employee’s duties and responsibilities for the Birmingham City Schools. A conference agenda must be included with the travel request and it shall reasonably align with the employee’s related duties/responsibilities. Said duties shall be adequately specified on the travel request form. With the approval of such travel, the Board shall reimburse these employees for their actual, reasonable and necessary incurred expenses for such items as transportation, lodging, per diems for meals, registration and other allowable costs while attending such meetings. Documentation of such claims, excluding per diem and mileage, are required for reimbursement by the submission of paid receipts. For any travel funded by a federal or state grant, the custodian of that grant must approve that the use of the grant funds is reasonable, allowable, and funds are available in the budget.

Prepayment of registration, lodging accommodations, and travel expenses for airlines, trains, buses, etc. is allowable. Prior to any prepayment being made on behalf of the employee, all approved travel documentation must be received. Prepayment for usage of personal vehicle and per diem is not allowable.

Request for approval to travel and claims for reimbursements of travel expenses must be on forms or electronic software as supplied by the Finance Department. They must have attached all required documentation that might be relevant to the travel (see details below). The request for approval to travel and the reimbursement request must be approved by all required approvers.

**Approvals:** All travel at the school level must be approved by the Principal and the appropriate Instructional Superintendent. If it is out-of-state travel, the request must also be approved by the Superintendent or his/her designee. If the travel is being funded by a grant (in-state or out-of-state), it must be approved by the custodian of that grant. If it is a Title grant other than Title II, it must be approved as an allowable expense by the Director of Federal Programs.

All travel at the department level must be approved by the employee’s direct supervisor and the individual responsible for the budget funding the travel (if not the same individual). If it is

---

Board Approved: August 14, 2018
out-of-state travel, the request must also be approved by the appropriate Cabinet level officer to whom the employee reports. If the travel is being funded by a grant (in-state or out-of-state), it must be approved by the custodian of that grant. If it is a Title grant other than Title II, it must be approved by the Director of Federal Programs.

**Air Fare:** *Pre-approved* travel air fare may be booked through the Board’s travel agent by one of the designated staff allowed to make reservations for the District or may be reimbursed if the employee chooses to book their own flight. If a non-refundable ticket is booked by the employee and the employee does not make the trip as planned, funds may or may not be reimbursed depending on the provided justification for the cancellation. This decision will be made by the appropriate reporting Officer.

If an employee prefers to drive his/her personal vehicle instead of flying, the employee will be reimbursed the lower of the cost of air fare on the date of travel or the mileage reimbursement rate.

**Registration:** *Pre-approved* travel request for payment/reimbursement for registration must have an agenda, if available, which includes the meeting place and dates. A copy of the approved travel request form must accompany the registration request. Forms must be submitted in time to utilize any Early Bird registration rate if applicable. It is the responsibility of the employee to request a refund if the trip is cancelled. Failure to do so could lead to employee being required to pay for the registration. If registration is made online, print out the completed registration form to submit with the packet for payment.

**Hotels:** Prior approval for travel is required before any hotel reservations are booked with the District travel agent through the appropriate District representative or under limited circumstances, by the individual employee without utilizing the agency. Cost of hotels must be reasonable and hotels should generally be booked at the hotel rates set by the United States General Services Administration (GSA). These rates are updated annually and sometimes vary depending on the time of year. If the conference is held at a host hotel/motel with a higher rate than the GSA rate, the Board will pay the host hotel/motel rate per day. Occasionally, an employee is asked to attend a workshop after the host hotel is booked and the group rate cannot be obtained elsewhere. If a hotel cannot be found within a reasonable travel distance to the conference at the GSA rate, written justification explaining the details of why a higher rate is the only option and, with the appropriate Officer’s approval, a higher but reasonable rate may be allowed. The Board will only pay for the rate for a single occupancy. If other individuals accompany an employee, the employee must pay for any additional rate above the standard single rate or if multiple rooms are included in the booking, the rate must be prorated and the district will only pay the rate of one room. Movie rentals, alcoholic beverages and other personal expenses will not be reimbursed. The original receipt must be submitted.

*Board Approved: August 14, 2018*
submitted. It is the responsibility of the employee to request a refund if the trip is cancelled. Failure to do so could lead to employee being required to pay for the hotel.

Generally, an overnight hotel stay for a trip less than 100 miles from the employee’s base and for only one day is not allowable. Only on a limited basis and with written justification and prior approval by the appropriate Board Cabinet Officer will overnight stay be reimbursed by the District.

**Per Diem for Food/Meal Allowance:** The Board will reimburse the employee for meals based on the Meal and Incidental Expense per diem rates set by the United State General Services Administration (GSA). These rates are updated annually and will be effective each fiscal year. No receipts are required to receive the per diem reimbursement for meals. Per Diem will be allowed for each day when the meeting is in session. If it is not reasonable to expect the employee to travel on the first and/or last day of the meeting, per diem may be granted for the day prior to the start of the meeting and/or the day immediately following the end of the meeting. These date(s) must be included in and approved with the initial travel request forms.

No meal reimbursement will be allowed for in-county or out-of-county same day travel.

**Other/Miscellaneous:** Other necessary travel expenses such as cabs, subways, parking, toll charges, etc., are allowable if necessary, reasonable and documented with receipts. **However, employees may be responsible for any unreasonable costs that are not pre-approved.**

**Cancellations:** Employees may also be responsible for any costs, penalties, fines, fees or forfeitures that the Board incurs resulting from unreasonable cancellation. An employee's future travel requests may be denied for multiple, unjustifiable travel cancellations.

**Mileage:** Mileage for travel reimbursement must be for official business of the Birmingham City Schools and not for any personal use. Commuting miles from home to base of employment is not an allowable mileage claim. When calculating mileage driven to a meeting or conference, an employee must claim the shortest distance either from employee’s base of employment to the meeting place or from the employee’s home to the meeting place (if the employee is starting travel from home instead of his/her office). Mileage reimbursement is only for the driver. If a group carpool, only the driver may claim mileage reimbursement.

If an employee receives a monthly stipend amount for travel, he/she may not claim travel within Birmingham City for any events.

**Car or Bus Rentals:** There may be occasions when it is less costly to rent a vehicle for travel instead of paying for air fare or use of a personal vehicle. In these instances, the written
justification for vehicle rental must be submitted to and approved by the Superintendent or his/her designee in advance of the rental.

If the district determines for cost reasons it is more economical to rent a bus for a group of employees traveling to a conference/meeting and an employee wants to drive separately, the employee will only be reimbursed the cost of the bus rental divided by the total number of employees expected to use the bus for transportation. He/she will not receive the full amount of personal vehicle mileage reimbursement if it is greater than the aforementioned rate.

**Reimbursements:** Requests for reimbursement for any travel related expenses shall be submitted for approval as soon as practicable, but shall not exceed thirty (30) calendar days from the employee's date of return from travel.
Section 5: Equipment and Supplies

INVENTORY

Platform: Follet Destiny + Title I Crate

Who Completes This Task: Inventory Liaison

Process/Steps
- Each school designates an Inventory Liaison (IL) that works with the Federal Programs Operations Support. The IL is responsible for properly documenting/inventorying all items purchased with federal funds (school & district level funds).
- Follet Destiny Inventory Software is the database platform the district uses to manage all inventory.
- Any item (non-consumable) that has a minimum value of $50 or can be easily removed from the school, must be inventoried.
- The IL is responsible for completing the Federal Programs Inventory Quarterly Checklist and submitting along with supporting documents (approved purchase orders) to the School Title I Leader (or principal) to be uploaded into Title I Crate for review and approval of required compliance documentation.

★ Physical Inventory Procedures - School Inventory Liaison conducts a physical inventory quarterly & yearly
★ Inventory Records - School Inventory Liaison has an equipment inventory list that contains the required compliance elements.
★ Record Retention Policy - The district and School Inventory Liaison maintains records, including expenditure data, in such a manner that documents supporting any transaction can be easily located and maintained for at least 5 years.
★ Compliance Monitoring Quarterly Checklist - All non-consumable $50 or more Title purchases, including technology, must be documented on BCS inventory logs as well as the Federal Programs Inventory Liaisons Quarterly Checklist.

1) Obtain approved purchase orders (PO). Receive and assess items to be inventoried.
2) Request asset tags, if not already affixed on items. Email the approved BCS PO to the Federal Programs Operations Support.
3) Place asset tags on items. Record information in Destiny and BCS inventory log.
4) Complete the quarterly checklist and obtain liaison & principal’s signature.
5) Upload the Inventory Liaison Quarterly Checklist & purchase orders into Title I Crate for review and approval.
Section 6: Evidence & Record Retention

TITLE I CRATE

Platform: Title I Crate

Who Completes This Task: School Principal and Title I Leader

Process/Steps
- BCS Federal Programs has transitioned from the physical Title I evidence box to Title I Crate which is a virtual/electronic platform for collecting & storing compliance documentation/evidence.
- Each school has two campus users (principal and Title I Leader) that have access to upload/place all required documentation/evidence systematically in Title I Crate for compliance.

Required Documentation
- All items listed on the Monthly Evidence Checklist for Compliance Monitoring
Federal Programs At Your Fingertips
“We Are MOVING FORWARD”

Allowable Expenditures Must be REASONABLE, ALLOCABLE, and NECESSARY
- Must be aligned with your school’s Needs Assessment and included in your school’s ACIP
- Must directly support student achievement, professional development, parental engagement, and/or improve school climate and attendance
- Title I funds can be used for instruction in any subject that a school’s comprehensive needs assessment deems in need of improvement
- Must have all the required Title I documentation (i.e., Title Expenditure Form, Stipend Request Rationale, PD Proposal)

Consultants
- Generate/submit a requisition for approval in NextGen
- Attach a completed Title Expenditure Form
- Attach a completed Consultant Request Form
- Attach a completed Professional Development Proposal Form

Professional Development Must be submitted a minimum of 30 days prior to travel
Etrieve (for travel) – Submit a Professional Learning Request & Expense Report, attach a completed Title Expenditure Form and a completed Professional Development Proposal Form
NextGen (for staff retreats) – Generate/submit a requisition for approval and attach a retreat overview (with IS approval), quote/venue contract (if applicable, with Legal Dept approval), and a completed Title Expenditure Form and Professional Development Proposal Form

Requisitions/Purchase Orders All purchases must be prior approved before purchasing
NextGen – Generate/submit a requisition for approval and attach a completed Title Expenditure Form, quote/shopping cart and a contract (if applicable, with Legal Department approval)
Etrieve – After receipt & verification of items, submit an AP Receiving Document and attach a signed purchase order and/or invoice (if received from vendor)

Service Reports/Time Sheets Submitted by the 5th of each month to Federal Programs
- Submit a monthly service report that includes each employee’s name, e-Number, total hours worked & rate of pay
- Attach Frontline timesheet or Federal Programs manual timesheet
- Attach Tutoring Rosters (tutors only)
- Attach Time and Effort Documentation

Stipends No work should be done without an approved Human Resources stipend request
- Submit a Supplemental Work Approval (stipend request) for each individual in Etrieve
- Attach a completed Title Expenditure Form
- Attach a completed Stipend Request Rationale Form
- Stipend Types: Tutor, Parent Engagement Coordinator, Curriculum Planning, Title I Leader, ACIP Leader, Professional Development (retreat), Summer Enrichment

Coaky T. Cook
Director of Federal Programs
(205) 231-9670 • ccook@bhm.k12.al.us
Appendix A: Contacts

**Federal Programs Department**

Coaky Cook, Director  (205) 231-9670  ccook@bhm.k12.al.us
Livia Pleasant, Administrative Secretary  (205) 231-9671  lpleasant@bhm.k12.al.us
Dr. Stephanie Turner, Program Specialist  (205) 231-9650  sturner@bhm.k12.al.us

**Compliance Support**

Arisha Bolden, Compliance Monitor  (205) 231-9673  abolden@bhm.k12.al.us
Johnna Marshall, Compliance Monitor  (205) 231-9674  jmarshall2@bhm.k12.al.us
Brenda Powers, Compliance Monitor  (205) 231-9675  bpowers@bhm.k12.al.us

**Public Schools Support**

Calvin Rowle III, Operations Support  (205) 231-9826  crowle@bhm.k12.al.us
Sylvia Campbell Ware, Budget Analyst  (205) 231-9672  sware@bhm.k12.al.us

**Parent and Family Engagement**

LaKesha Douglas, Program Specialist  (205) 231-9821  ldouglas@bhm.k12.al.us
Wanda Birchfield, Administrative Liaison  (205) 231-9821  wbirchfield@bhm.k12.al.us

**Non-Public/Private Schools Support**

MarShelia Franklin, Program Specialist  (205) 231-9680  mfranklin@bhm.k12.al.us
Lisa Carmichael, Operations Support  (205) 231-1287  lcarmichael@bhm.k12.al.us

**Other Collaborative Departments**

Accounting/General Ledger  (205) 231-4647
Accounts Payable  (205) 231-4728
Curriculum & Instruction  (205) 231-4740
ESSER Grant Support  (205) 231-9855
Finance  (205) 231-4606
Human Resources  (205) 231-9861
Operations  (205) 231-4771
Payroll Department  (205) 231-4727
Purchasing Department  (205) 231-4885
Technology  (205) 231-4758
Appendix B: Forms and Documents

Please visit the Federal Programs Department page on the school district's website www.bhm.k12.al.us for the most current/updated forms and more information.

Consultant Application
Consultant Funding Request
Inventory Liaisons Quarterly Checklist
Parent Engagement Allocation Worksheet
Parent Engagement Funding Plan
Professional Development Proposal
Time and Effort - 100% Funding Source
Time and Effort - Multiple Funding Sources
Title Expenditure Form
Tutoring Roster
Vendor Application
W-9 Form