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) or Daily Tasks Log (Parent Coordinator, Curriculum Planning, Inventory Liaison)
- 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