



# Prior Approval Purchase Guide Request and Report Forms

Equipment, Bus, Construction

Division of Elementary and Secondary Education

Updated 8/26/2019



# Prior Approval Before Purchase

**Prior approval before purchasing** is required for Title VI-B, State-Local funds and Medicaid for Equipment (\$1000 or over), Bus purchases, and Construction/Remodeling projects.





# Two Forms Required for Purchase of Equipment, Bus or Construction

## Request Form: Before Purchase

ARKANSAS DEPARTMENT OF EDUCATION  
SPECIAL EDUCATION  
FY 2019-20  
REQUEST FOR PURCHASE OF EQUIPMENT/TECHNOLOGY  
FOR STUDENTS WITH DISABILITIES

**REQUEST FORMS MUST BE PREAPPROVED BEFORE PURCHASE**

District LEA#/Name  ← Drop down box select your district

(Check funding source below)

VI-B State/Local Medicaid  
Federal State Preschool Preschool Medicaid  
Preschool Local ESC(Preschool) Other

The amounts listed for each function should be \$1,000 or more per unit.

\*\*\*\*\*COMPLETE ONE FORM PER FUND/SOURCE\*\*\*\*\*

ITEM #	FUNCTION	LOC/ RM#	DESCRIPTION	QUANTITY	UNIT PRICE	EXTENDED PRICE
1					\$	-
2					\$	-
3					\$	-
4					\$	-
5					\$	-
6					\$	-
7					\$	-
8					\$	-
9					\$	-
10					\$	-
TOTAL						\$ -

We certify that the equipment/technology listed above will be used to provide special education and related service to students with disabilities.

Special Ed. Superintendent's Signature \_\_\_\_\_ Superintendent's Signature \_\_\_\_\_

... FY19-20 FED PRESCHOOL (619) FY19-20 STATE PRESCHOOL FY19-20 Bus Request Construction Form FY19-20 Req for Eq

## Report Form: After Purchase

ARKANSAS DEPARTMENT OF EDUCATION  
SPECIAL EDUCATION  
ANNUAL FINANCIAL REPORT----FY2019-20  
REPORT OF EQUIPMENT/TECHNOLOGY PURCHASED  
FOR STUDENTS WITH DISABILITIES

LEA#  School District:

Check the funding source(s) listed below that were utilized to purchase the items.

(Check one below)

VI-B State/Local Medicaid  
Federal State Preschool Preschool Medicaid  
Preschool Local ESC(Preschool) Other

The amounts listed for each function should be \$1,000 or more per unit and equal the exact amount on the AFR report.

ITEM #	FUNCTION	LOC/ RM#	DESCRIPTION	QUANTITY	UNIT PRICE	EXTENDED PRICE
1					\$	-
2					\$	-
3					\$	-
4					\$	-
5					\$	-
6					\$	-
7					\$	-
8					\$	-
9					\$	-
10					\$	-
TOTAL						\$ -

We certify that the purchase(s)/projects listed above were purchased to provide special education and related service to students with disabilities.



# Equipment, Buses and Construction

- **Prior approval** from SPED Finance is required for the purchase of equipment **\$1,000.00** or over per unit.
- Procedures for managing and labeling equipment are addressed on pages 15-17 of the **Fiscal Accountability Procedures Manual**.  
<http://www.arkansased.gov/divisions/learning-services/special-education/funding-finance/finance-training-material>
- **Prior approval** is also required for the **purchase of a bus** using the program code 200 or **Construction/Renovation** projects using the program code 200. Bus purchase Request forms are sent to the Transportation Unit for an additional approval. Construction projects if \$20,000.00 or over, must be approved additionally by the Facilities Unit.
- **Report forms** for equipment, bus purchases and construction projects are required October 1 for the AFR actual purchase amount.



# Equipment, Buses and Construction

- Before a Request form for equipment, construction or purchasing a bus can be approved by SPED Finance, **the amount on the Request form must be in the budget** of the account listed on the Request form.
- Please be sure that the fund and function code in the budget matches the fund and function code on the Request form.
- Districts may amend budgets for Requests and email Request forms to SPED Finance.



# Coding for Equipment, Bus and Construction

- For **Equipment** (\$1000 per item or more) please budget in the appropriate function code and use object code **67000**.
- For **Construction** please budget function code **4710** (Instructional areas) or **4720** (Non-instructional areas) and object code **64000**.

- For purchasing a **Bus**, please budget function code **2790** and object code **67000**.



# Location of Forms

- Log in to [www.indistar.org](http://www.indistar.org)
- Please use the **DISTRICT** password only. DO NOT use a school building password.
- Forms are located in the **COMPLETE FORMS** tab in Indistar. Look for Part II excel forms.





# Location of Forms

Indistar

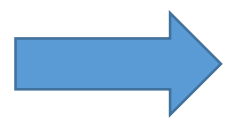
Our Direction  
Our Meetings  
Success Cycle

**Complete Forms**

Click on each form to update, save, and/or send for review, if applicable. To submit a form, click the **Submit** icon. \*This icon denotes a reviewable form.

Form	Status	Description/Instructions
The following forms have been removed...		
		<ul style="list-style-type: none"> <li>Federal Grants Management - Declaration of No</li> <li>Title I Budget District &amp; Building Sheets UPLOAD</li> <li>Title I Budgets Summary Sheets (2017-18)</li> <li>Notice of Funds Transferred</li> <li>Title II-A Budget Sheets UPLOAD (2017-18)</li> </ul>

Locate the COMPLETE FORMS tab



**\*SPED District Forms Section**

The following SPED forms are to be completed by all schools (PreK and School-Age) applying to implement Special Education and Related Services. [Click here to see instructions for each individual form.](#)

*\*Please note: As of March 1, 2019, School Age and PreSchool Parts I & II should be emailed upon completion to [spedfinance.indistar@arkansas.gov](mailto:spedfinance.indistar@arkansas.gov). The School Age Part III will continue to be a fillable form that should be submitted upon completion.*

<a href="#">SPED Application Part 1 - PreSchool</a>	See above link for form instructions.
<a href="#">SPED Application Part 2 - PreSchool</a>	See above link for form instructions.
<a href="#">SPED Application Part 1 - School Age</a>	See above link for form instructions.
<a href="#">SPED Application Part 2 - School Age</a>	See above link for form instructions.
<a href="#">SPED Application Part 3 - School Age</a>	See above link for form instructions.

Scroll down to the SPED forms





# Location of Forms

Districts can find the Request and Report forms by opening the Excel file in Part II of the Preschool or School Age June 1 Application form. Use the Tabs at the bottom.

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ARKANSAS DEPARTMENT OF EDUCATION  
SPECIAL EDUCATION  
FY 2019-20  
REQUEST FOR SCHOOL CONSTRUCTION,  
RENOVATION, MODERNIZATION OR REPAIR OF FACILITIES  
FOR STUDENTS WITH DISABILITIES  
**REQUEST FORMS MUST BE PREAPPROVED BEFORE PROJECT BEGINS**

District LEA#Name  ← Drop down box select your district

Submit a request for approval to use funds for CONSTRUCTION; RENOVATION; MODERNIZATION; and/or REPAIRS to the School District's facilities. Please provide a brief description below of the upcoming project, location, reason for the project, and explain how the project will improve your program for students with disabilities.  
(ATTACH ADDITIONAL PAGE IF NEEDED)

**Description of Project:**

←

FY19-20 STATE PRESCHOOL | FY19-20 Bus Request | **Construction Form FY19-20** | Req fo

ready



# Request Approvals

- When a Request form is approved, the signed form will be uploaded in Indistar/ACSIP by SPED Finance, in the folder named: ***Uploads from SEA to districts (SPED)***.

**Document Upload**

Upload a New File...

50 - files uploaded of 100 - files allowed [Document Upload Instructions](#)

**Folder** (select a folder to view files)

- Financial 15-16 6 file(s)
- Financial Reports 22 file(s)
- Private Schools 2 file(s)
- SPED June 1 Application (Preschool) Parts I & II 0 file(s)
- SPED June 1 Application (School Age ) Parts I & II 1 file(s)
- Title I Documents 6 file(s)
- Title II 2 file(s)
- Title III 0 file(s)
- Uploads from SEA to districts 3 file(s)
- Uploads from SEA to districts (SPED) 1 file(s)

A blue arrow points to the 'Uploads from SEA to districts (SPED)' folder.



# Short List

## **Request Form: Before Purchase**

- Amend the budget to include the estimated amount of the purchase in object 67000. Email the updated budget to SPED Finance.
- The budgeted amount should be exactly the same as the amount on the Request form.
- Complete a Request Form for the estimated amount and email to SPED Finance.
- Check the "Uploads from SEA to District (SPED)" folder for the approved Request form.
- When approved by SPED Finance, the item may be purchased.

## **Report Form: After Purchase**

- After the item has been purchased and the cost posted in APSCN/eFinance, complete the Report form for the exact amount posted on the expenditure AFR report.
- Before the October 1 deadline, email the completed Report form to SPED Finance.