

Requirements and Justification Forms for Federally Funded Purchases Helpful Checklist for Campus Secretaries & Budget Clerks

This is a checklist to ensure the proper **required forms/documents** are included in the purchase requisition process for any federal funding source. We have hyperlinked the titles of the forms for you to access them within this document.

- Double-click on the title of the form to upload/access the document.

When entering a new purchase requisition in Skyward verify that you have completed/included the following information:

- Complete vendor information (*confirm you are using the correct vendor such as vendor name, address, etc.*)
- Quantity and unit prices
- Shipping/handling costs and applicable discounts
- Contract & Commodity codes
- Goal, Performance Objective, and Strategy – Campus/District Improvement Plan (CIP)/(DIP) page(s)
- Correct account coding
- Reasonable and accurate descriptions
- Completed approved attachments (required at the district/campus level) -
 - Campus/District Improvement Plan (CIP)/(DIP) page(s)
 - [Federal Procurement Quote Justification Form](#) – Quotes must be valid for a minimum of 30 days and current when included to the requisition.
 - [Federal Funds - Vendor Price Justification Excel Workbook](#) – Vendor comparison quotes by itemization
 - [Professional Development Trip Requisition Form \(as needed\)](#) – **must be typed and/or legible**
 - [Student Development/Trip/Tutoring Bus Requisition Form \(as needed\)](#) – **must be typed and/or legible**
 - Justification Forms Corresponding to Federal Funds – (Refer to justification forms listed below)

Justification Forms

[Clint ISD Federally Funded Expenditure Justification Form](#)

- Form is only required for funds starting with 206, 211, 214, 255, 263, 265, 267, 281
- Required only for purchase requisitions over \$1000.00
- Respond to Questions (listed in the Quick Reference section of the form)

[ESSER Use of Funds Justification Form](#)

- Currently required only for purchase requisitions with the use of ESSER III (Fund Source 282)

Using Federal Funds to Travel

The forms may require you to enter the following information:

- Name of Federal Grant: **(Example) Title I, Part A (Fund 211)**
- County-District #: **071-901**
- Ensure the forms are legible and typed forms preferred

[TEA Out-of-State Travel Request Form](#)

- Required for all out-of-state travel activities
- Form must be completed at least 2 months in advance from the date of the trip and uploaded along with the purchase requisition for approval by the respective departments

[Educational Field Trips Request Form](#)

- Required for all field trip activities (Robotics, STEM, Mother-Daughter/Father-Son, etc.)
- Form must be completed at least 30 days in advance from the date of the trip and uploaded along with the purchase requisition for approval by the respective departments