

Throckmorton Collegiate ISD

Pre-Acquisition Approval Form

COSTS MUST BE ALLOWABLE, BE AUTHORIZED UNDER FEDERAL, STATE OR LOCAL LAWS, OR REGULATIONS, BE NECESSARY TO CARRY OUT THE INTENT OF THE GRANT, AND BE REASONABLE IN THE NATURE AND AMOUNT THAT WOULD BE INCURRED BY A PRUDENT PERSON UNDER THE CIRCUMSTANCES PREVAILING AT THE TIME THE DECISION IS MADE TO INCUR THE COST.

Person Making Request: _____

Date: _____

Campus: _____

Position: _____

CIP / DIP (circle one)

CIP

DIP

Goal: _____ **Objective:** _____

Strategy: _____ ***Teacher requesting signature:** _____

Funds requested: ☐ General ☐ Title I C ☐ Title III McKinney-Vento ☐ ESSER 1
☐ Title I, A ☐ Title IV B ☐ OEYP ☐ ESSER 2
☐ Title II, A ☐ Carl Perkins ☐ State Comp Ed ☐ ESSER 3
☐ Other: _____

Vendor (check made to): _____

Address: _____

Phone: _____ **Fax:** _____

COST: _____ (Includes shipping) **Payment Method:** ___ PO ___ Credit Card ___
mastercard or walmart cc or sams cc (circle one)

CIRCLE ONE: WHAT CC WAS USED---- Woods, Gaspar, Riley

Brief description and rationale of the item(s) requested (also attach order form):

If this pre-acquisition is for staff development, please indicate how you will embed your staff development training into practice on your campus or district.

Account Code(s) BUSINESS OFFICE WILL COMPLETE THIS PORTION.

FUND	FUNC	OBJ	SO	ORG	FY	PIC	AMOUNT/PERCENTAGE

Business Manager received: _____ Date: _____

Principal Approved- _____ Date: _____

Technology Purchases:

Per CFR 200.2016 Throckmorton Collegiate ISD will not purchase equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities). Video Surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision digital Technology Company, or Dahua Technology company (or any subsidiary or affiliate of such entities) will not be purchased by Throckmorton Collegiate ISD.

Made in America Justification: Throckmorton Collegiate ISD will take all necessary steps to ensure that preference for the purchase, acquisition, or use of goods, products, or material are produced in the United States.

☐ Documentation attached for American Made

Country of Origin:	Check -box	Justification	If Applicable: Domestic \$ Price per Case
		1. There is no domestic alternative source or substitute product.	
		2. Domestic product is not available in the specified quantity or quality.	
		3. The cost difference of domestic product vs non-domestic is unreasonable.	

Grade Level/Department Chair Approval

Signature

Date

Principal/Supervisor Approval

Signature

Date

Business Office Approval

Signature

Date

Superintendent Approval

Signature

Date

REQUIRED DOCUMENTATION

Parent Nights: Sign in sheets, flyers, original receipts for purchases

Meetings: Minutes from meeting, agenda, original receipts for purchases, sign-in sheet

Field Trips: List of students and teachers who attended, original receipts, documented in lesson plans with follow-up activities. If using District transportation, include copy of transportation request form.

Travel/Staff Development:

Business Manager received: _____ Date: _____

Principal Approved- _____ Date: _____

Prior to travel: Statement of anticipated expense, mileage estimate, hotel confirmation, conference registration. If using District transportation include copy of transportation request form.
After travel: Submit hotel folio (include list of names and positions, who roomed with whom), proof of attendance, receipts for meals, receipts for incidentals (parking, etc.)

Supplies: Copy of quotes, order form, invoice, packing slip

All receipts must be returned within 5 days.

Business Manager received: _____ Date: _____

Principal Approved- _____ Date: _____