

TITLE ONE TIP OF THE WEEK

PURCHASE ORDERS, MUNIS AND GMAP

Tip 7, January 22, 2019



You can quickly look up any Title I Tip by visiting www.christian.kyschools Click on the Federal Programs page for a list of all published Title I Tips!

PURCHASE ORDERS, MUNIS and GMAP

Title I Tip number 7 addresses changes in requirements that Title I GMAP (Grant Management Application Planning) must match MUNIS. Also addressed is the requirement for the justification of any Title I, Part A purchase to directly match the schools needs assessment and each applicable purchase is evidence-based. It will change the way you look at Title 1, Part A purchases, how you complete the purchase order and what MUNIS codes to use. This requirement also applies to Parent and Family Engagement budgets.

Today's tip is associated with the following:

TIP 1 published October 24 2018 titled "Purchasing Guidelines"

TIP 5 published November 13 2018 titled "Evidence-Based Interventions"

Schoolwide Program Title 1, Part A Consolidated Monitoring Form

GMAP AND MUNIS

A KDE requirement is now in place for GMAP and MUNIS to match throughout the life of the budget. When you receive your first FY18-19 MUNIS report from Finance, the budget codes will be listed for Title I, Part A K budget, Regular Title I Budget and Parent Involvement Budget.

Title I K (Kindergarten) budget entails salaries for those identified on your Title I budget worksheet as the Kindergarten Teacher and Classified Personnel. Only salary codes are listed. Only salaries and fringes are paid from this section (for those identified in the school Title I K budget.)

Title I R (Regular Title I) budget entails salaries paid over and above your kindergarten Title I requirement and district approved roster/staffing allocation of Teachers and Classified personnel.

Your Title I R budget section will also list those MUNIS codes that have opened and **those codes are the only ones that can be used for the remainder of the time of the budget until the budget has a zero balance.** These codes were those discussed with each principal throughout the FY18-19 planning meeting for Title I needs. In reviewing the Title I, Part A Schoolwide Program Consolidated Monitoring Form you will see how the needs assessment and Title I Annual Review drives Title I purchasing.

Any very important need for a change must be justified with the Title I District Coordinator before any change can be made to a MUNIS code. The purchase order could not be submitted until the request is made to the KDE Title I Coordinator and approved in GMAP and the change reflected in MUNIS.

PURCHASE ORDERS

For a Title I purchase to be **Title I compliant**, the following criteria must be entered on the purchase order.



THE FOLLOWING SHOULD BE WRITTEN ON EVERY PURCHASE ORDER PAID BY TITLE I AND TITLE I PARENT INVOLVEMENT:

- Does this purchase meet the criteria for being **EVIDENCE-BASED, if applicable?** (See Title I Tip released November 13, 2018) (You may attach documentation)
- Identify how this purchase is **directly related** to your schools Needs Assessment? (You may attach documentation)

ADDITIONAL PURCHASE ORDER NOTES

Budget “Deduct From” must be completed and/or approved by the Principal verifying funding is available for the purchase.

In the “**For**” Line, list a specific description for the item purchased.

Quantity must be completed

Description of the Purchase for EVERY item

Unit Price for Every item

Total cost for the items on that line.

Don’t forget to list **Shipping Costs** if applicable

Each Purchase order should be signed by school personnel requesting the purchase, THE TITLE I SCHOOL COORDINATOR, and the SCHOOL PRINCIPAL.

(If the Title I Principal or School Coordinator is making the purchase, there would be no need for a school personnel signature.)

ATTACHED IS A SAMPLE PURCHASE ORDER that can be used as a reference.

Evidence-Based Intervention

WHAT IS AN “EVIDENCE-BASED” INTERVENTION? (from section 8101(21)(A) of the ESEA)

“...the term ‘evidence-based,’ when used with respect to a State, local educational agency, or school activity, means an activity, strategy, or intervention that – (i) demonstrates a statistically significant effect on improving student outcomes or other relevant outcomes based on – (I) strong evidence from at least one well-designed and well-implemented experimental study; (II) moderate evidence from at least one well-designed and well-implemented quasi-experimental study; or (III) promising evidence from at least one well-designed and well-implemented correlational study with statistical controls for selection bias; or (ii) (I) demonstrates a rationale based on high-quality research findings or positive evaluation that such activity, strategy, or intervention is likely to improve student outcomes or other relevant outcomes; and (II) includes ongoing efforts to examine the effects of such activity, strategy, or intervention.

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KENTUCKY STATE SALES AND USE TAX NO. B-567

Paid by Purchase Order

VENDOR: BANK CARD XXX- - - - -

ABC School Supply

100 Disney Way

Santa Claus, NP 00000

DELIVER TO: (Shipment Information)

Elsa Frozen

450 Ice Street

Iceland MI 11111

PURCHASE ORDER

231897

CHECK NUMBER _____

VENDOR NUMBER _____

INVOICE NUMBER _____

AMOUNT PAID \$ _____

DATE PAID _____

CODE NUMBER _____

ACCT. CLERK _____

The school writes in this information:
 DEDUCT FROM 075 2118 0643 310E

KY PCT # _____ OTHER CT # _____

SPECIAL AUTHORITY/EXCEPTION _____

BID _____ FIXED ASSET _____

COMMODITY CODES If using codes 0650, 0734, 0735, enter the correct commodity code.

FOR: Supplemental Student Reading Books - Grade 3 NO BACK ORDERS - DO NOT EXCEED LISTED PRICE

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
20	Sideways Stories from Wayside School	6.00	120.00
	No Tax -		
	Shipping -		7.00
THIS INFORMATION MUST BE WRITTEN IN FOR EVERY PURCHASE PAID BY TITLE I:			
1. Evidence Based <input checked="" type="checkbox"/> YES or <input type="checkbox"/> NO			
Explain ^{and} attach evidence			
2. Explain how this purchase is <u>directly</u> <u>related</u> to your schools Needs Assessment			
(You can attach TOTAL document)			
	TOTAL		127.00

REQUESTED BY: Title I school coordinator DATE: 01/23/19 PROGRAM SUPERVISOR: _____ DATE: _____
 (placing the order)
 then: PRINCIPAL: [Signature] DATE: 01/24/19 PROGRAM SUPERVISOR: _____ DATE: _____

ACKNOWLEDGEMENT OF RECEIPT

UPON COMPLETION OF ORDER, YELLOW COPY MUST BE SIGNED AND RETURNED TO CENTRAL OFFICE FOR PAYMENT TO BE RENDERED.

SIGNED: _____

DATE: _____