



Name of District: \_\_\_\_\_

Amount of Reimbursement Requested: \_\_\_\_\_

**Authorizing Legislation**

Title III, Part A of the Elementary and Secondary Education Act (ESEA), as reauthorized under the Every Student Succeeds Act (ESSA), aims to ensure that English learners and immigrant students attain English language proficiency and meet the state’s challenging academic achievement standards.

**Purpose of the Program**

The purpose of the Language Instruction for English learners and Immigrant Students Title III Program is to assist school districts in teaching English to English learners and help these students meet the same challenging state standards required of all students.

**In accordance with New Federal EDGAR Guidelines, please check each statement, sign at the bottom and submit this sheet with each reimbursement request.**

\_\_\_\_\_ I guarantee and verify that the equipment and material we are purchasing with these funds are used in accordance with all rules and guidelines of the Title III, Part A Grant.

*§200.33 Equipment. Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000*

\_\_\_\_\_ I guarantee and verify that my district will label all equipment and materials purchased with Title III, Part A funds.

*“Subgrantee must follow the criteria per the code of federal regulation 2 CFR 200.302: ..... Identification, in its accounts, of all federal awards received and expended and the federal programs under which they were received; Records that identify adequately the source and application of funds for federally-funded activities; effective control over, and accountability for, all funds, property and other assets”*

\_\_\_\_\_ I guarantee and verify that I have an inventory on file in district of all equipment and materials purchased with Title III, Part A funds and that inventory can be produced for audit purposes.

*“Per 2 CFR 200.302 (b) (4) – “Effective control over, and accountability for all funds, property, and other assets. The non-federal entity must adequately safeguard all assets and assure that they are used solely for authorized purposes.”*

\_\_\_\_\_ I guarantee and verify that I have not purchased this same materials or equipment this year or within the past two school years with state or local funds in accordance with federal regulations. (Supplement, not Supplant)

*“Any program activity required by state law SBOE rules, or local board policy may not be paid for with these funds. State or local fund may not be decreased or diverted for other uses merely because of the availability of these funds. Subgrantees must maintain documentation that clearly demonstrates the supplementary nature of these funds.”*

\_\_\_\_\_ I guarantee and verify that I will keep and use these materials and equipment within my Title III, Part A programs until they are no longer viable for use.

*“Equipment/supplies purchased with state or federal grant funds must be used in the grant period for which it was acquired for as long and the equipment/supplies is needed whether or not the grant continues to be funded by state or federal funds ... When equipment is no longer needed for its original purpose, first preference for use by another program or project must be given to other programs or projects funded by USDE and second preference must be given to programs of projects funded under Federal awards from other Federal awarding agencies. Equipment/supplies may only be used for other federally funded programs and projects. Use for the original grant should always take priority over other uses.”*

\_\_\_\_\_ I guarantee and verify that I have followed procurement process in alignment with Title III regulations.

Printed Name of Authorized Representative:	Telephone Number: Email:	Date:
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Signature of authorized representative: \_\_\_\_\_



## Reimbursement Process Steps Title III, Part A, SSA Member

Reimbursement Process- Complete all three steps in the reimbursement process prior to submittal.

Step 1: Complete reimbursement form

Step 2: If requesting reimbursement for a school check:

- o Submit a copy of the school purchase order
- o Submit a copy of the check
- o Submit a copy of the invoice
- o Vendor name clearly visible
- o Submit receipt clearly showing date item received in district
- o Read and initial all the “New EDGAR, General and Fiscal Guidelines” portion of the reimbursement form

If paying by credit card:

- o Submit a copy of the school purchase order
- o Copy of the receipt from the company
- o Copy of the school check with the number and vendor name visible
- o Credit card statement with the exact amount visible
- o Please block our credit card number and any other school or personal information
- o Read and initial all the “New EDGAR, General and Fiscal Guidelines” portion of the reimbursement form

Step 3: Submit the Request for Reimbursement form signed by district authorized official via email to [Leanne.hayes@esc20.net](mailto:Leanne.hayes@esc20.net)

You will receive an email response to let you know that your reimbursement has been received. You will be contacted if there are questions.



<b>Object Code</b>	<b>Examples of appropriate supporting documentation</b>
<b>6100</b> Payroll	*Time and effort records with employee schedule and signature
<b>6200</b> Contracted Services	*Copy of invoice, purchase order, and check *Copy of itemized contract
<b>6300</b> Supplies Materials	*Copy of invoice, purchase order, and check with vendor information clearly visible
<b>6400</b> Other operating Costs	*Copy of travel form with supporting documents (check, purchase order, registration)

***\* Please ensure that when purchasing materials and/or services, you have received 3 quotes as required by federal guidelines.***