

# De Leon 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: \_\_\_\_\_

Complete Expenditure Code: \_\_\_\_\_

Campus: \_\_\_\_\_ Position: \_\_\_\_\_

CIP / DIP (circle one)      CIP      DIP

Goal: \_\_\_\_\_ Objective: \_\_\_\_\_

Strategy: \_\_\_\_\_

Description: \_\_\_\_\_

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

***Brief description of the item(s) requested (also attach order form):***  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***Rationale supporting how this will increase student achievement:***  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***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.***  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Technology Purchases:

Per CFR 200.2016 De Leon 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 De Leon ISD.

Made in America Justification: De Leon 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

Or

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:**

*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.

