

**Braham School District Federal Flow Thru Fund Request Form
For Micro Purchases (Federal) \$1 - \$3000**

Company ordered from _____		Request#:
Name of Individual Requesting Funds: _____		(to be completed by special education teacher)
Send to: _____		(to be completed by special education teacher)
Building:	Braham Area School District (High School)	Date:

Part I

A. What are you requesting:

B. Justification/why is it needed?

C. Is the need documented in a student's or students' IEP(s)?

Yes

D. Estimated cost:

Part II**Eligible and Necessary Determination Questions:** *(completed by SPED Coordinator)*

Is the item an allowable expenditure for the finance code being considered?	Yes
2. Would this item be purchased if there were no SPED services? If no, it may be eligible. If yes, it is not allowable.	No
3. Is this cost also generated by students without disabilities? If no, it may be eligible. If yes, it is not allowable.	No
4. Do general education students receive the same services and use the same type of equipment? If no, it may be eligible. If yes, it is not allowable.	No

Examples of Ineligible Costs:

Utilities, Instructor or student desk, computers, printers, copier paper, textbooks, newspapers bought for all students, athletic supplies, field trip admissions, school supplies.

- These items may become eligible expenses if there is a unique student need. These needs must be documented in the IEP.

Special Education Coordinator
Signature

Date of Signature

Code to: _____