

# Purchasing Guidelines for Site Title I and LCFF

Each purchase must be included as an Action to Support a Goal within the Site's SPSA

Item	Title 1 Approvable?	LCFF Approvable?	Restrictions
Instructional Materials	Yes	Yes	Title I ONLY: <ul style="list-style-type: none"> <li>• Open PO OK on Southwest</li> <li>• Open PO OK on Amazon with shopping cart attached</li> <li>• Max of \$3,000 PO increase at a time</li> <li>• Additional justification may be required when total of Open POs for general instructional materials exceed 10% of site allocation</li> </ul>
Office Supplies, including ink, toner and copy paper	NO	Yes	
Academic Tutoring (contractor and/or additional staff hours)	Yes	Yes	Work must be clearly defined on Timecard submitted via Informed K-12 and backup documents maintained by the site
Study Trips	Yes	Yes	Title I and LCFF: <ul style="list-style-type: none"> <li>• Must have prior ED approval</li> </ul> Title I ONLY: <ul style="list-style-type: none"> <li>• Must be related to improving academic performance of students</li> </ul>
Travel for PD	Yes	Yes	Title I and LCFF: <ul style="list-style-type: none"> <li>• Must have prior ED approval</li> <li>• Must have prior superintendent approval for out of state travel</li> </ul>
Contracts for Services	Yes	Yes	Title I and LCFF: <ul style="list-style-type: none"> <li>• Must follow all purchasing guidelines and procedures</li> </ul>

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			<p>Title I ONLY:</p> <ul style="list-style-type: none"> <li>• Must be related <ul style="list-style-type: none"> <li>- to improving academic performance of student</li> <li>- to improving student engagement/ Social Emotional Learning</li> <li>- to improving teacher knowledge and practices for students</li> </ul> </li> </ul>
PE Supplies (balls, jump ropes,athletic uniforms)	Very limited	Yes	<p>LCFF:</p> <ul style="list-style-type: none"> <li>• Check with Fiscal Services to confirm that Athletics budget will not cover cost of uniforms</li> </ul> <p>Title I ONLY:</p> <ul style="list-style-type: none"> <li>• Must be related to specific program to engage students and develop social emotional skills</li> </ul>
Food for Parent Events	Yes	Yes	<p>Title I and LCFF:</p> <ul style="list-style-type: none"> <li>• Must have sign-in and agenda for event</li> </ul> <p>Title I ONLY:</p> <ul style="list-style-type: none"> <li>• Light refreshments only (e.g. cookies, crackers, coffee, tea, etc)</li> <li>• Open POs only at grocery stores; Max \$500 increase at a time</li> <li>• No Open POs for restaurants</li> <li>• Reimbursement requests will be approved only for allowable light refreshments</li> </ul>
Food for Students	NO	Yes	
Food for Staff	NO	Yes	<p>LCFF:</p> <ul style="list-style-type: none"> <li>• Must have sign-in and agenda for event</li> </ul>

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Gift Cards	NO	NO	
Award and Incentives for students	Very limited	Yes	Title I ONLY: <ul style="list-style-type: none"> <li>• Very small rewards for students (less than \$5 per item max)</li> <li>• May not use funds to customize items with names/logos</li> </ul>
Teacher/Staff hours for staff meetings, SSC & IEP meeting, other required events	NO	Yes	
Extra hours for yard supervisors, CSOs, office support, custodian, translator	NO	Yes	LCFF ONLY: Work must be clearly defined on time card submitted via Informed K-12

For general Title I Allowability see [Procedures for Determining Allowable Costs for Federal Programs - Schools](#)