

## **SPECIAL EDUCATION PROCUREMENT PROCEDURES**

FOR THE FOLLOWING PUBLIC SCHOOLS: #002-Hill City, #316-Greenway, #317-Deer River, #319-Nashwauk-Keewatin, #698-Floodwood, #118-Northland-Remer

**SPECIFIC TO:** ALL SPECIAL ED PURCHASES OF EQUIPMENT, INSTRUCTIONAL MATERIALS, SUPPLIES, TRAVEL, ETC. USING STATE AND/OR FEDERAL SPECIAL ED FUNDS.

**This process is to be utilized in conjunction with the Districts general purchasing guidelines for all equipment, materials and service contracts.**

### **SPECIAL ED STAFF:**

1. Complete the **Determine Necessity of Special Ed Purchase Form** for the items being requested.  
Clarification for Question #3:  
For example, the district provides basic textbooks, computers, other equipment and supplies for **ALL** students. These same **MATERIALS** provided for **ALL** students are not eligible for special education reimbursement when provided to students with disabilities regardless of the setting;  
Clarification for Question #4:  
For example, Braille texts would be eligible, basic print texts would not.
2. Complete a requisition form for the item(s) you are requesting applying the appropriate accounting (UFARS) code specific to the disability involved.
3. Submit to Building Supervisor for review.

### **BUILDING SUPERVISOR:**

1. Building Supervisor (or when appropriate, Director of Special Education, for itinerant staff) will review and approve the **Determine Necessity of Special Ed Purchase Form** along with the requisition to a PO.
2. Sign and Date the Necessity Form then route approved requisition to District Business Office.

### **BUSINESS OFFICE:**

1. Will approve PO and process requisition according to purchasing guidelines.
2. Items meeting or exceeding the District's Fixed Asset threshold limit will be identified and reported appropriately as Special Education Equipment for that disability.
3. Will follow district process for items ordered and received.
4. Will keep on file all special education requisition documentation.

District processes and procedures will adhere to the requirements as outlined in EDGAR (CFR 80.36) to include general purchasing guidelines for all Special Education equipment, materials and service contracts.