

Supplemental use of Title I Funds
Justification Form for SPSA Title I Expenditures

Complete this Justification Form and submit for the following Title I expenditures:

- Personnel** (Submit Electronic Request to Human Resources AND submit Justification Form to Fiscal Services)
- Agreement for Consultant/Contract Services** (Submit forms with Justification Form to Chief Business Office)
- Conference and Travel** (Submit Request to Attend and Justification Form to Fiscal Services)
- Field Trips** (Submit Field Trip Request Form with copy of Requisition or Revolving Fund to Instructional Support Services Division)
- Transfer of Title I Funds exceeding \$5000 requires a Justification Form (SSC Chairperson signature; agenda item and explanation/ vote in SSC minutes)**

School Name: _____ Site Number: _____

Funding Source: Title I (3150) Requisition #: _____

Alignment to SPSA Goal # _____ and Action # _____

Describe the proposed Title I expenditure/action:

How was this need identified?

How will this (researched-based) action close the achievement gap for identified student groups?

How will this Title I action be monitored/evaluated?

Signing of this document indicates:

- FPM CE 12.5: This Title I request is supplemental.
- FPM CE 8 & 12: The SSC discussed and approved this expenditure aligned to the SPSA. (Date of SSC Meeting: _____)

_____	_____
Principal's Signature	Date
_____	_____
Chairperson's Signature (SSC)	Date
_____	_____
Assist. Supt., Educational Services Designee's Signature	Date