

SPECIAL EDUCATION FUND REQUEST FORM

Part I: To be completed by individual requesting funds.

ATTACH SUPPORTING DOCUMENTS

Company Ordered From: _____

Send to: _____ At: _____

Name of Individual Requesting Funds: _____

Building: _____ Date: _____

Description of what you are requesting: _____

Why it is needed: _____

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

Age, initials, and disability of Student(s) utilizing requested item(s):

B-2 _____ 3-5 _____ K-12 _____

Estimated Cost, include shipping & handling: _____

Bill Back District, if applicable: _____

Part II: RRSEC Member District Purchase Acknowledgement

When RRSEC purchases on behalf of one of its' member Districts, the signature of the District's authorized signer must be obtained prior to the RRSEC Director authorizing the purchase. By signing below, you acknowledge and approve RRSEC proceeding with the above mentioned purchase, and accept financial responsibility of the purchase.

Signature of Authorized Signer

District

Date

Part III: To be completed by Administrative Special Education Coordinator or Principal

Eligible and Necessity Determination Questions:

1. Is the item an allowable expenditure for the finance code being considered? **Y or N**
2. Would this item be purchased if there were no SPED services? **Y or N**
If no, it may not be eligible. If yes, it is not allowable.
3. Is this cost also generated by students without disabilities? **Y or N**
If no, it may be eligible. If yes, it is not allowable.
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. **Y or N**

Director of Special Education Signature or Administrative Coordinator or Principal

Date

Budget Code: _____ - _____ - _____ - _____ - _____ - _____