**Expenditure Requests within your School Plan for Student Achievement (SPSA)**

The following protocol has been changed to reflect the revised SPSA template. When schools submit a requisition online using funds included in their SPSA (Resources: Title I – 3010, LCFF – 0007 & 0009), they must state in the note tab section of the online requisition form the following:

1. School Plan for Student Achievement (SPSA) and the School Year
2. Goal Number
3. Specific strategy/activity number and citation
4. Citation of the funding source and amount allocated aligned to the proposed expenditures for the strategy/activity
5. Page number of the strategy/activity cited

**Example of a proper citation in the note tab:**

*SPSA 2022-23*

*Goal #1*

*Strategy*/activity *#1 – Purchase SIPPS materials and training to support our ELA reading intervention program for K-3 students.*

*Title I $4,385; LCFF EL $5,082; LCFF LI $4,043-Page 18”*

Following this protocol and writing clear and specific strategies, will help to expedite the your requisitions and help to ensure compliance with Federal and State laws.