




BULLETIN

SUBJECT: Title I Purchasing Updates **2024-25 NO. BS - 26**

TO: All Departments, School Sites, Office Managers, etc.

DATE: April 14, 2025

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Business Services has updated the purchasing guidelines for **Title I, Title I Home Visits, and Title I Priority** resources*. These changes are a result of the recent Federal Program Monitoring (FPM) review conducted at Sacramento City Unified School District.

Effective Immediately:

- **Chargeback Requisitions** and **Blanket Purchase Orders** are no longer permitted for Title I expenses.
- Existing requisitions that are currently in **submitted, approved, printed, or ready-for-payment** status will **not** be canceled and may continue through the end of the fiscal year.

* This applies to the following resource codes: **3010, 3017, and 3019.**

School Sites and Departments that wish to utilize Title I to purchase Materials and Supplies may continue to do so through Purchasing or Technology requisitions. The requisitions must be itemized and the items listed on the requisition must match those listed in the school's Single Plan for Student Achievement (SPSA) and be related to a Supplemental Instructional Program.

The full text of the updated procedure can be found below. Please review the information in full and share with your teams as appropriate.

Please feel free to send questions or feedback at any time. As a team, Business Services is committed to continuous improvement and ongoing dialogue – we appreciate your partnership and input.



DEPARTMENT OF BUSINESS SERVICES

Procedure for Title I Purchasing

Purpose

This document applies **exclusively to Title I** resources. Its purpose is to provide clear guidelines on acceptable purchase practices, emphasizing the importance of detailed documentation and adherence to established approval processes. Additionally, the document specifies which types of requisitions are acceptable for Title I and provides updated instructions on the purchasing process.

The goal is to ensure compliance with federal regulations and budgetary guidelines, and to maximize the impact of Title I funds on student learning and achievement.

Title I Purchasing: Acceptable Requisitions and Allowable Expenses (Resources 3010, 3017, 3019)

Given the specific nature of Title I restricted funds, all expenditures must be supplemental and directly aimed at enhancing the academic achievement of economically disadvantaged students on Title I schools. When making purchases with Title I resources, it is important to consider the following:

1. **SPSA Documentation.** Utilizing Title I resources for purchasing services and materials requires providing comprehensive documentation and following the established approval processes. Expenses should be pre-planned in the Single Plan for Student Achievement (SPSA) and related Supplemental Instructional Programs. Each Title I expense request must include a specific SPSA reference that clearly describes the purchase, along with any necessary supplemental instructional documentation.

All services and materials purchased must be explicitly listed in the SPSA and supplemental instructional program documentation. Instructional materials should be clearly itemized and described, detailing their intended use to support student learning, as well as the goals and strategies outlined in the plan.

2. **Requisitions.** When submitting a new requisition for Title I expenses, the plan holder—typically the Principal and/or the Title I designee at the school/department—must provide the necessary documents to complete the request. Various types of requisitions can initiate this purchasing process. Refer to the table below from “Purchasing Services Guidelines 2024/2025” pages 10-17, for the types of requisitions that are acceptable for Title I expenditures.

Type of Requisition	Acceptable?
Chargeback Requisitions	NOT ACCEPTABLE for Title I
Purchasing Requisition- Blanket Order	NOT ACCEPTABLE for Title I
Confirming Requisition	Acceptable for Title I, for ALLOWABLE expenses*
Purchasing Requisition	Acceptable for Title I, for ALLOWABLE expenses*
Technology Requisition	Acceptable for Title I, for ALLOWABLE expenses*
Contracts/Service Agreement Requisition	Acceptable for Title I, for ALLOWABLE expenses*
Warehouse/Stores Requisition	Acceptable for Title I, for ALLOWABLE expenses*

*Refer to “Allowability Policies and Procedures 2024-25” for expenses allowable for Title I.

Chargeback and Blanket Order Requisitions have been discontinued, and are considered **not acceptable** for Title I expenses. Previously used for vendors like Office Depot, Home Depot, and UBEO, these expenses cannot be charged to Title I funds because they are not supported by the SPSA and other supplemental instructional program documentation.

These requisitions for Title I have led to several issues in the past:

- Multiple small purchases charged to Title I, bypassing internal controls.
- Expenses not properly documented in the SPSA, rendering them unallowable.
- Expenses potentially exceeding the initial amount set in the original requisition.

As a result, Chargeback and Blanket Requisitions are not acceptable and should not be budgeted, initiated or approved.

3. **Purchasing Process.** For other types of requisitions (such as purchasing or technology), the process for Title I is similar to that of other resources, following the defined approval list. Title I requisitions should be initiated by the department or location that holds the budgeted Title I amount, and must be approved by the “Department of State and Federal Programs” and the “Department of Business Services”.

The lifecycle of a requisition follows the same steps for Title I as for other resources, from “Open” to “Complete” status.

Reference Documentation:

- Refer to “[Purchasing Services Guidelines 2024/2025](#)”, page 10-17, for purchasing requisitions acceptable for Title I.
- Refer to “[Allowability Policies and Procedures 2024-25](#)” for allowable expenses for Title I.
- Refer to [2024-25 School Plan for Student Achievement \(SPSA\)](#)