

## Title I/LAP Requisition Form Checklist

✓	<b><u>Before</u> you submit the request, review the following:</b>
	Did you provide an explanation as to how do the item(s) relate to academic achievement in the areas of reading, language or math?
	Are there sufficient funds in the commitment line?
	Is the coding correct and complete? (fund, cost center, commitment item & WBS code)
	Is there a commitment line item for the requisition in your school budget? If not, attach a memo to establish the commitment line and funds.
	Have you attached adequate documentation/explanations to support the purchase/requisition/reimbursement as applicable? (see examples below)
	➤ Meeting Announcement
	➤ Agenda (includes focus on academic achievement)
	➤ Sign in sheet
	➤ Invoice
	Does your requisition/contract provide a detailed description of the item(s)/services requested?
	Did you attach this checklist to the paperwork you submitted?
	Did you keep a copy of all paperwork submitted for your records?

**ALL REQUISITIONS, PURCHASES AND CONTRACTS MUST BE SUBMITTED TO THE TITLE I/LAP OFFICE FOR APPROVAL.**

School Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email: \_\_\_\_\_

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