

SOUTHERN MINNESOTA SPECIAL EDUCATION CONSORTIUM REQUISITION FORM

Process for State funding of Supplies, Curriculum, Equipment, Testing Materials and
Conference (District Only)

1. Staff will fill out the following packet of information and submit it to via email to orders@smec.k12.mn.us. Any packet that is not completely filled out will be returned to staff. Please allow at least 1 week to get approval from Director and Business Manager. No orders will be rushed as staff needs to plan ahead.
2. Once packets are deemed to be completed they will be forward to both the Director and Business Manager for approval.
3. Once packets are approved they will be returned to Tiffany for ordering of the materials. All orders will be sent to the District Office and not out to the staff. This will allow District office to inventory the items and ensure that we receive everything.
4. Once all information is received and inventoried, the PO, packing slip and invoice will be sent to Business Manager for payment.

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Vendor's Name : _____
 Address : _____
 Phone # : _____
 Fax # : _____

Date Requested : _____
 Date Needed : _____
 P.O. # : _____

Qty	Product No.	Item Description	Unit Cost	Total Cost
		S & H		
		TAX		

TOTAL _____

Code To: _____

 Signature of Person Ordering:

Date: _____

 Director of Special Education's Signature:

Date: _____

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STATE EQUIPMENT AND INSTRUCTIONAL SUPPLIES ELIGIBILITY AND NECESSITY DETERMINATION QUESTIONS (To be attached for all Special Education Purchases.)

Teacher Name: _____ District _____ Date _____
Disability Area _____ Item Description: _____ Cost: _____

Rational for special education purchase (reason for the request, what is the special education purpose or use):
Answer **Yes** or **No** to the following questions to determine whether instructional supplies and/or equipment and teacher materials are eligible for reimbursement with federal aid or to generate state base revenue and for inclusion in the state excess cost aid calculation.

1. Are the materials used directly by a teacher of students with disabilities?

Yes (Eligible) No (Not Eligible)

2. Are the materials in addition to those provided to the general education teachers within the district?

Yes (Eligible) No (Not Eligible)

For example, the district provides computers, and office supplies for all teachers. Similar materials are not eligible for special education reimbursement when provided to teachers of students with disabilities regardless of setting;

3. Does the teacher require materials specially adapted for use with students receiving special education in order for the student to benefit from the education program or to comply with special education due process requirements?

Yes (Eligible) No (Not Eligible)

For example, due process file supplies.

4. The materials are not general classroom materials or teacher supplies.

Yes (Eligible) No (Not Eligible)

For example, bulletin board materials, tape, markers are general supplies not eligible.

Use the following special education funding stream: State (740)

A. The purchase complies with federal and state accounting standards. Yes (Eligible) No (Not Eligible)

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Director of Special Education

Building Principal