

**SPECIAL EDUCATION PURCHASES**

ISSUE DATE: 7-21-14

It is the policy of the Jackson County School District to follow all District policies and procedures set forth by the JCSD in addition to:

1. All equipment being recommended for purchase must have a written justification explaining the need of the purchase. This written justification must be attached to the Purchase Order / Requisition and submitted to the Director of Special Education by June 1<sup>st</sup> in order to be purchased for the next school year.
  - a. The written justification must address the following:
    - i. For whom is the equipment is intended (list name)
    - ii. Describe or print the details about this equipment
    - iii. Which school the equipment will be assigned to
    - iv. Which room the equipment will be located in
    - v. What is the purpose of this equipment
    - vi. Attach the quote and / or cost of the equipment
2. All Purchase Orders / Requisitions must be given to the Special Education Bookkeeper.
3. The Special Education Bookkeeper will forward the Purchase Order / Requisition to the Director of Special Education for approval.
4. The Purchase Order / Requisition must be approved by the Director of Special Education prior to being ordered. Each Purchase Order / Requisition must have the Director's signature.
5. The equipment is then listed in the Project Application that must be submitted to MDE for approval by July 31<sup>st</sup> of each year.
6. The equipment is ordered after MDE approves the Project Application out of IDEA Part B funds.