

Subject: ARRA/IDEA Monies/Construction/Equipment/Capital Outlay Purchase Approval Form

Source: Shelley Witherbee, Director, Funds Management

Intended Audience: Special Education Directors, Financial Administrators, Superintendents

Date: June 24, 2009

The Division has posted the approval request form for capital outlay purchases (construction, renovation, real estate, and buses) using Part B IDEA or Part B ARRA funds. This form must be submitted and approved prior to obligating funds for capital outlay purchases. The form is located at: <http://dese.mo.gov/divspeced/Finance/>.

Completed forms should be faxed to Special Education Funds Management at (573) 526-5946. Please allow sufficient time for us to respond as we anticipate a large number of requests. An e-mail will be sent to the contact listed on the form notifying the LEA of our receipt of the application and again upon approval or disapproval of expenditures.

Questions should be sent to webreplyspefm@dese.mo.gov.