**Grant Pre-Approval Form**

*Any and all items purchased with Grant funds may require additional explanation and additional documentation of how the purchase pertains to the Grant. All purchases must be legal under Federal law****. Justification is required for all Grant purchase requests/requisitions****.*

*\*\*****The following fiscal process will be in place starting Feb.,2024****:\*\**

*In the past PED communicated directly with schools. With this update, PED will now require district level approval prior to being sent to PED. That approval should be sent from the District to the PED fiscal team* ***(tiffany.sandoval@ped.nm.gov).*** *This is to keep all levels aligned and in compliance with the CS strategy and 6 key practices.*

**Person Providing Justification:**

***Please include the following:***

**School/Department Name and Location Number:**

**Who:** Who is this purchase for?

**What:** What is being purchased?

**When:** When will this purchase be used?

**Where:** Where will this purchase be used?

**Why:** Why is this purchase needed?

**Cost:**

**How: How will this purchase increase student academic achievement and support the 6 key practices?**

**Approved\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **District Level Fiscal Approval**

**Approved\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **(QMC Approval as needed)**

**Approval\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **(CS Fiscal Operations Coordinator)**