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| Image result for allentown school district | **2022 – 2023 Non-Public School Title II Expenditure Pre-Approval**Return to Grants and Development Allentown School District |

**PLEASE REMEMBER ALLENTOWN SCHOOL DISTRICT TITLE II PAYMENTS MUST BE MADE DIRECTLY TO THE CONFERENCE/VENDOR – YOUR SCHOOL CAN NOT BE REIMBURSED FOR AN EXPENSE.**

**Title II, Part A**

Title IIA funds can only pay for the professional development for instructional programs.

Title IIA funds may be used to purchase supplies and materials only if they are necessary for specific professional development activities (e.g., books for a book study).

Title IIA funds can never be used to purchase equipment (computers, iPads).

Title IIA funds can never be used for instructional programs for students (e.g., licenses, software, curriculum).

Title funds cannot be used to purchase food and beverages.

**Conference attendance also requires submission of an ASD Conference Pre-Approval Form.**

Non Public School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and Date of Conference / Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Attendee Name(S): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location of Conference / Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Representative Contact Information - Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_

Signature of Individual Completing Form: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Principal / Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***If this is a Diocesan School request, please route to the Diocese for approval.***

***Diocese of Allentown: Approved\_\_\_\_\_ Not Approved\_\_\_\_\_ Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

2022– 2023 Title II Total Allocation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total for this purchase: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2022 – 2023 Amount Remaining: \_\_\_\_\_\_\_\_\_\_\_\_

Conference / Event Description:

**If this request is approved send the UNPAID invoices to Grants and Development – ASD**

*Invoice and Proof of Attendance must be submitted before payments can be processed.*

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***ASD will complete this section of the form.***

***\_\_\_\_\_This is an allowable expense. \_\_\_\_\_This is not an allowable expense.***

***Grants and Development Office Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***