

**Our Mission**

To achieve educational excellence and to inspire a life-long passion for learning.

ALEXANDRIA
Public Schools

Our Vision

To be an extraordinary school district that tailors learning for each child, by working together!

Special Education Procurement Procedures

For Items Procured by Blanket Purchase Order, Miscellaneous Claim, Or Use of Credit Card, or I-Tunes Cards (or similar)

All purchases requiring the use of special education funds (state and/or federal) must be approved by the ISD #206 Special Education Director or Assistant Director and the #206 Director of Business Office.

These steps will be followed for items to be purchased:

The Special Education Determination of Necessity Information located at the bottom of the requisition must be completed to determine whether requested instructional supplies and/or equipment and materials are eligible

- For reimbursement with federal aid
- To generate state based revenue and/or
- For inclusion in the state excess cost aid calculation

For all consultants, Staff Development, Debit/Credit Card and petty cash purchases complete the Special Education Purchase Determination of Necessity documentation below and attach to your request.

SPECIAL EDUCATION NECESSITY – Answer the following questions

- | | | |
|---|------------------------------|-----------------------------|
| 1. In the absence of special education needs, would this cost exist? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. Is this cost also generated by students without disabilities? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. Is the need for this service/product documented in one or more student IEPs? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

If yes, one or more Student MARSS # _____ # _____

4. If the cost is based on a classroom-wide "Behavior Intervention Plan", a description of that plan must be attached.
5. If the cost is for a blanket purchase order for routine purchasing of basic, consumable classroom or office supplies, provide a detailed description of the types of supplies or products to be ordered.



Our Mission
To achieve educational excellence and to inspire
a life-long passion for learning.

ALEXANDRIA
Public Schools

Our Vision
To be an extraordinary school district that tailors
learning for each child, by working together!

Requested by:	Program:	Date:
Vendor:	Ship to:	
Address:		
Phone:		
Fax:		
Web Site:		

ANSWER THE FOLLOWING QUESTIONS:

- In the absence of special education needs, would this cost exist? ☐ Yes ☐ No
- Is this cost also generated by students without disabilities? ☐ Yes ☐ No
- Is the need for this service/product documented in one or more student IEPs? ☐ Yes ☐ No
- If yes, one or more Student MARSS # _____ # _____
- If the cost is based on a classroom-wide "Behavior Intervention Plan", a description of that plan must be attached.
- If the cost is for a blanket purchase order for routine purchasing of basic, consumable classroom or office supplies, provide a detailed description of the types of supplies or products to be ordered.

Qty.	Catalog # and description	Unit Cost	Total	District Budget Number
Estimated Total				
APPROVALS	Special Education Director/Assistant Director:			Date:
	Business Office Director:			Date:

Alexandria Public Schools - ISD 206

1410 South McKay Avenue, Suite 201, PO Box 308, Alexandria, MN 56308 | P: (320) 762-2141 | F: (320) 762-2765 | www.alexandria.k12.mn.us