



Procedural Requirements & Expectations

In an effort to determine the extent of efficacy, allowability, and support (of the school's ACIP) provided by each requested expenditure (per EDGAR's (LAW) Administrator's Handbook and the Legacy Prep's [Federal Programs Financial Policies and Procedures Handbook](#)), the Department of Federal Programs will implement compliance efforts that include extensive evaluation(s) of all expenditure requests and their ability to directly and positively impact all identified school-wide areas of need, per the ACIP & the LEA Improvement Plan.

Federally Funded Expenditure Requests must be initiated through the procedures outlined in the [Federal Programs Financial Policies and Procedures Handbook](#). To ensure staff and faculty are effectively assisted in demonstrating the knowledgeable execution of procedural expectations, processes are summarized in detail below. In addition, documents are accessible digitally and print upon request.

Expenditure requests are collectively reviewed and/or approved by the following entities:

1. Department of Federal Programs
2. Executive Director
3. Chief Financial Officer

Requesters START HERE:

ALL REQUESTS FOR PURCHASE(S) MUST BE APPROVED BY THE HEAD OF SCHOOLS **PRIOR** TO THE INITIATION OF EXPENDITURE PROCESSES.

(Approval must be documented by obtaining a wet signature on the Expenditure Request Form) Without prior approval, any purchase request(s) ***WILL BE DENIED*** by the Department of Federal Programs, and Legacy Prep's Finance Department.

It is the responsibility of the Requester to Submit Expenditure Packet(s) including all required documents to successfully initiate a request for purchase(s).

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ROLES & RESPONSIBILITIES:

Responsibility of the Requester:

- Requestors must obtain approval from the School Level Administrator prior to initiating further Expenditure Procedures. (Obtain a wet signature of Approval on the Prefilled Expenditure Form)
- Submit all Expenditure Requests and supporting documents to the Department of Federal Programs once approved by the School Level Administrator.

Responsibility of Director of Federal Programs:

- The Department of Federal Programs will conduct an Allowability Review of the proposed request.
- Documents will be submitted to Legacy Prep's Executive Director for review and approval.
- Documents will be submitted to Legacy Prep's Chief Financial Officer for review and approval.
- Approved documents will be submitted to the Finance Department for processing and payment.

Responsibility of the Finance Department:

- Purchase orders will be created if necessary
- Purchase orders will be submitted to the appropriate personnel for ordering
 - TBD as the requestor or alternate designated personnel

AFTER Requested Items Have Been Delivered and Received:

Responsibility of the Requester:

- Fulfilled packing slips will be verified for all items received, signed (with a timestamp), and submitted to the Department of Finance for payment.

Responsibility of the Finance Department:

- Orders will be processed following documented confirmation of the receipt of all items by the documented due date.
- Copies of all processed invoices will be copied and filed by the Finance & Federal Programs Department to provide evidential support for the specified program and fiscal year.

ALL Federally Funded Expenditure Request initiations must adhere to the outlined protocol in an effort to avoid evidential non-compliance.

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