

**Policy DJES: Special Education Purchases**

**Status:** DRAFT

**Original Adopted Date:** 07/21/2014 | **Last Revised Date:** 06/10/2024 | **Last Reviewed Date:** 06/10/2024

**Special Education Purchases**

It is the policy of the Jackson County School District to follow all District policies and procedures set forth by the JCSD in addition to:

- a. The written justification must address the following:
    - i. For whom is the equipment **is** intended (list name)
    - ii. Describe or print the details about this equipment
    - iii. Which school the equipment will be assigned to
    - iv. Which room the equipment will be located in
    - v. What is the purpose of this equipment
    - vi. Attach the quote and / or cost of the equipment
  1. All equipment being recommended for purchase must have a written justification explaining the need **of** **for** the purchase. This written justification must be attached to the Purchase Order / Requisition and submitted to the Director of Special Education by June 1st in order to be purchased for the next school year.
  2. All Purchase Orders / Requisitions must be given to the Special Education Bookkeeper.
  3. The Special Education **Bookkeeper** **Coordinator** will forward the Purchase Order / Requisition to the Director of Special Education for approval.
  4. The Purchase Order / Requisition must be approved by the Director of Special Education prior to being ordered. Each Purchase Order / Requisition must have the Director's signature.
  5. The equipment is then listed in the Project Application that must be submitted to MDE for approval by July 31st of each year.
  6. The equipment is ordered after MDE approves the Project Application out of IDEA Part B funds.
-