Recommendations Based on Most Common Areas of Concern Found During A-TAT Visits

**EDUCATIONAL FIELD TRIPS**
Purchase Orders and Invoices - line items and amounts need to match on all documents.

All documentation pertaining to field trips need to be kept together in the School-level Compliance Reference Document and Filing System, Section II.3.

**PAYROLL**
Always maintain records of employees paid with Title I funds in the School-level Compliance Reference Document and Filing System, Section II.2.

**PURCHASING GUIDELINES**
Appropriate use of budgetary structures – refer to pages 17-19, for more details and budgetary structures.

Purchase Orders and Invoices - line items and amounts need to match on all documents.

All documentation pertaining to orders need to be kept together in the School-level Compliance Reference Document and Filing System, Section II.3.

Audio Visual – refer to the Title I Administration Handbook for non-allowable items.

Computer Hardware equipment purchases – refer to the Title I Administration Handbook for non-allowable items.

Furniture - PRIOR APPROVAL from the Department of Title I Administration is REQUIRED for selected items to supplement core instruction.

**Important Note** – All purchases with the 2016-2017 Title I funds such as, but not limited to the following, are only allowed for the current fiscal year (July 1, 2016 – June 30, 2017):
- Copier maintenance
- Renewable license to operate a web-based software for students
- Printing and Duplication, inclusive of parent flyers and brochures
- Student agendas
- Paper and Toner; ensure paper purchases are supplemental and that not all orders placed are with ONLY Title I funds.

**PROPERTY**
Always maintain an inventory list of all equipment purchased with Title I funds (capitalized and non-capitalized) in the School-level Compliance Reference Document and Filing System, Section III.1.

Also maintain copies of Packing Slips, Invoices, Purchase Orders, etc.; in the School-level Compliance Reference Document and Filing System, Section II.3 and Section III.1 (as applicable).

*Please refer to the information contained on pages 14-41 of this handbook, in order to prevent potential audit findings related to the aforementioned compliance items.*