

Please do not reply to this email it is used to send information only.
ATTENTION!!

All Lawson Requesters and Approvers:

The Public Education Department is increasing their requirements for back up documentation and justification for all Grant purchases.

Effective January 1, 2013 the following information **MUST** be listed in the Comment section of **ALL grant requisitions** in Lawson. Any requisition without all of these items, **will be** unreleased for proper justification.

If you have any questions regarding these items, please contact your grant technician.

Carmen Martinez martinez_car@aps.edu 880-3780

Charlene Lippert Lippert@aps.edu 880-3784

Gabriela Rivera gabriela.rivera@aps.edu 880-3779

Marie Chavez chavez_mc@aps.edu 880-3776

Michelle Chavez chavez_mt@aps.edu 880-3717

ALL Requisitions MUST contain:

How purchase relates to the grant program (Program of Study)

How the purchase will help students

School or Department name the purchase is for

In addition to the above, specific requisitions for these purposes MUST include the following:

PROFESSIONAL DEVELOPMENT:

Name of conference or event

Date of conference or event

Place of conference event

Sign in Sheet & Agenda submitted after event attached to the invoice to be sent to Accounts Payable

FOOD FOR PROFESSIONAL DEVELOPMENT:

PRE-APPROVAL FORM HAS TO BE DONE (attached)

Authorization number from Pre-approval Form

PARENTAL INVOLVEMENT - FOOD

Estimated number of participants

Sign in Sheet & Agenda submitted after event attached to the invoice to be sent to Accounts Payable

Parent Center - inventory, meeting schedules

TRAVEL (REGISTRATION, AIR, HOTEL ETC)

Name of each traveler

Name of conference or event

Date of conference or event

Place of conference event