



# Illinois State Board of Education

# Outlay Expenditures Request Form

Federal requirements in the Office of Management and Budget guidance pursuant to [Title 2, Code of Federal Regulations, Part 200.439\(b\)\(2\)](#) (cost principles for equipment and other capital expenditures) require a subgrantee to obtain prior written approval from the federal awarding agency prior to incurring the cost of a Capital Outlay expenditure. Therefore, a Local Education Agency (LEA) must obtain prior written approval from the Illinois State Board of Education (ISBE) in order to make a Capital Outlay purchase with Individuals with Disabilities Education Act (IDEA) funds that has a unit cost of \$5,000 or more. (ISBE approval is not required if the unit cost per item is \$4,999.99 or less before taxes and other fees.)

The LEA must send a completed form, including a detailed quote pertaining to the cost of the item to be purchased, to its IDEA grant coordinator.

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Please provide the required information below.

Date of Request: \_\_\_\_\_ LEA Name \_\_\_\_\_ RCDT Code \_\_\_\_\_

Primary Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone number: \_\_\_\_\_

1. Provide a description of the item to be purchased with IDEA Part B funds.

2. Explain how the item will support the excess cost of educating students with disabilities.

3. Amount per unit cost \$ \_\_\_\_\_

4. Total number being purchased \_\_\_\_\_

5. Amount of costs to be paid using IDEA Flow-Through funds \$ \_\_\_\_\_

Amount of costs to be paid using IDEA Preschool funds \$ \_\_\_\_\_

**SIGNATURES**

Signature of LEA Administrator

➤

Date Signed

Signature of LEA Director of Special Education

➤

Date Signed

Signature of ISBE Grant Coordinator

➤

Date Signed