

Worthington Independent School District 518 Purchase Order

Account Code

Invoice #

Date:

PO#

Vendor#

Company Name :			
Address :			
City:	State:	Zip:	
Phone :	FAX:		

Invoice only to:

Ship To:

Independent School District 518		School	
Administration Office		Dept	
1117 Marine Ave.		Address	Phone
Worthington, MN 56187		City	State Zip

PAYMENT TERMS: Invoices are approved for payment on the fourth Tuesday of the month. Claims for payment must be received and processed for payment by the first of each month. Claims received after the first will be paid the month following. No penalty for late payment will be paid for claims less then 60 days after the receipt of invoice/goods/services

Ship prepaid via best way unless otherwise indicated

Material on this order is exempt from
Federal Excise Tax and State Tax

Tax Exempt Number 9005211

Part Number	Quantity	Description	Unit Price	Amount
Freight/Delivery Charge				
You Are Authorized to furnish the article listed at the Prices shown and at the time and place herein specified			TOTAL	

Ordered By:_____

Authorized By:_____

WORTHINGTON ISD 518 SPECIAL EDUCATION REQUISITION FORM

Directions: Complete this form for all special education purchases. Incomplete forms will not be accepted. Only items required for special education purposes should be listed on this requisition. Please attach the completed document to the purchase order when paying.

Special Education Eligibility and Necessity Determination Questions

Please explain why the item(s) requested are necessary: _____

Student Materials

- | | | |
|---|-----|----|
| 1. Will the materials be used directly by or with students with disabilities? | YES | NO |
| 2. Are the materials <u>in addition</u> to those provided to the same students in the mainstream?
<i>For example, the district provides basic textbooks, computers, and other equipment and supplies for all students. Similar materials are not eligible for special education reimbursement when provided to students with disabilities regardless of setting.</i> | YES | NO |
| OR | | |
| Does the student with a disability require materials <u>specially adapted</u> for the disability in order for the students to benefit from the special education program?
<i>For example: Braille tests would be eligible while a basic print text at a different grade level is NOT an adapted test.</i> | YES | NO |
| 3. Will students with disabilities be the primary and priority users of the materials? | YES | NO |
| 4. Are the materials documented in the IEP or are they part of the special education program?
Enter MARSS # _____ | YES | NO |

If you answered **YES** to questions 1-4, the supplies and materials **are eligible special education expenditures.**

Teacher Materials

- | | | |
|--|-----|----|
| Will the teacher's manuals and materials be supplemental to the curriculum? | YES | NO |
| If you answered YES to questions 1-4, the supplies and materials are eligible special education expenditures. | | |
| 5. Are the materials specifically instructional in nature? | YES | NO |
| If you answered YES to question 5, the supplies and materials should be coded to object 433 (instructional supplies) or 556 (Equipment for Instruction). If you answered NO to question 5, proceed to the next question. | | |

Non-Instructional Supplies and Materials

Are the materials used exclusively by special education personnel and are essential to the special education program?	YES	NO
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If you answered YES to this question, the supplies and materials are eligible to be coded to the special education program. Please code to object 401 (Office Supplies) or 555 (Equipment for Office Supervision/Mgmt.)

Disability Area:

401 Speech	402 DCD M/M	403 DCD S/P	404 Physically Imp	405 DHOH
406 Visually Impaired	407 SLD	408 EBD	409 Deaf/Blind	410 OHI
411 ASD	412 Dev Delay	414 TBI	416 Severely Multiply	420 3 or More Disabilities

Person Submitting Request: _____	Date: _____
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Two quotes must be attached for any item exceeding \$3,000. Quote could include a screen capture from websites or a written estimate.

I verify that this purchase meets the requirements for state and federal funding formula P.L.105-17, Section 613 (a)(2)(i), Minn. Statute 125.75, subd.4

Building Administrator _____

Signature