

Worthington Independent School District 518 Purchase Order

Account Code

Invoice #

Date:

PO#

Website:

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 than 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: _____

Any questions regarding this order, please call 507.727.1220. Thanks.

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 in addition to those provided to the same students in the mainstream?
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. YES NO
- OR**
- Does the student with a disability require materials specially adapted for the disability in order for the students to benefit from the special education program?
For example: Braille tests would be eligible while a basic print text at a different grade level is NOT an adapted test. 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

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: _____

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

Allison Eitreim
Director of Special Education – SWWC
Serving Worthington Public School District

Signature