Expenditure Prior Approval Form

Purpose: Specific allowable uses of grant funds may require prior approval. This form will be used by community organizations to request approval when applicable. This form may also be used for other purposes where it is determined pre-approval is needed.

Directions	
Complete this form and upload to the BOOST Grants Portal for review and final approval.	
General Information	
Organization Name	
Contact Name	
Position	
Email Address	
Phone Number	
If Applicable Location of Asset	
Intended Length of Service	
Fiscal Information	
Fiscal Year	
Budget	
Funding Source	
If split funded/braided, list programs and percentage per program	
Function/object code:	
If applicable, total single item cost of equipment excluding installation/shipping, additional costs (installation/shipping, etc.)	
Full description of item to be purchased, including intended use: Technology van/student/program transportation	
Intent and Purpose: Describe goals/objectives/intended outcomes	

Expenditure Pre-Approval Form

Provide the evidence-based documentation to support the purchase (if required)	
Describe monitoring and/or measures of effectiveness to be used	

Reminders:

- Approved capital expenditures are budgeted using any of the 700 series object codes
- Capital equipment cannot be claimed as indirect costs. Therefore, if an organization claims indirect costs, all capital expenditures must be subtracted from the program's allocation prior to applying the restricted indirect cost rate.
- Equipment must remain in the inventory log of the purchasing organization

GSAN Use Only	
Approved: ☐	Not Approved: ☐
Program Director Signature/Designee Signature: Date:	Program Director Signature/Designee Signature: Date:

Once signed by program manager/specialist, form will be returned to the community organization to attach to the general attachment tab in the Consolidated Application on the MyGaDOE Portal.