

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. Forward the completed form to your supervisor.

Complete ONLY ONE of the three sections below (A, B, or C).

Special Education Eligibility and Necessity Determination Questions:

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



A. Student Instructional Materials

Please circle YES or NO below:

- 1. Will the materials be used directly by or with students with disabilities? YES NO
2. Are the materials in addition to those provided the same students in the mainstream? ... YES NO
OR
Does the student with a disability require materials specially adapted for the disability ... 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 a 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.

B. Teacher Materials

- Will the teacher's manuals and materials be supplemental to the general education curriculum? YES NO
If you answered yes to this question, 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 or 556.
If you answered no to question 5, proceed to the next question.

C. Non-Instructional Supplies and Materials

- Are the materials used exclusively by special education EMPLOYEES 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.)

Person Submitting Request:

Name of Staff Member

Title of Staff Person

Date

Complete the requisition form on the reverse side and route to your supervisor.

