

Tool 10

Budget Pre-Approval Protocol

- Inform the SIG Coordinator that all pre-approval requests must first be discussed with you. Use this opportunity to fully understand why the request is necessary. This discussion is not intended to discourage from making this type of request, it is simply to have a thorough understanding of what is being proposed.
- Provide the SIG Coordinator with your recommendation. There are no limitations to your recommendations. Your recommendations should not be based on personal preferences or beliefs but rather grounded in the context of the schools identified needs, goals, and approved application and Unpacking Tool.
- Once your recommendation has been made and both you and the SIG Coordinator are clear on the request, an official written request for pre-approval must be sent via email to the Michigan Department of Education SIG Coordinator, Unit Supervisor, or designee.
- The official correspondence must include the SIG Facilitator-Monitor and the Principal. Additional recipients of the email are at the discretion of the SIG Coordinator.
- Pre-Approval requests must briefly state the purpose, how it connects to the overall plan, the costs involved, and any detail related to the expenditure that clarifies the request.
- Inform the SIG Coordinator that no action can take place prior to receiving a written response from MDE. Any expenditure occurring prior to approval could result in defunding the expenditure. In this situation, the school/district is responsible for funding the cost.
- Once the request is received by MDE, a written response will be emailed and will indicate approval, denial, or needs modifications or further explanation. If approved, the response will remind the SIG Coordinator to include the pre-approval in the next budget amendment window.
- Encourage the SIG Coordinator to retain a copy of the entire email correspondence as evidence for the fiscal review. (Fiscal Review Indicator 4.1: Did the amounts expended during the grant period agree with the activities in the approved application? Were the proper budget amendments made in MEGS+)

For Duplication and Dissemination

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