

## Items needed for a federal requisition:

- **Sam.gov debarment file**
  - Always required no matter what
  - Tutorial can be found on MISD website
- **Quote/cart**
  - Always required
- **CIP/DIP Information (campus/district improvement plan)**
  - Always required for any Funs 211 or 296 accounts
  - Must be goal, objective, and strategy

**Example:** Goal 4: 100% of students and teachers will utilize technology as a foundation for teaching and learning. Performance Objective 1: Teachers will master the use of Canvas in order to increase student engagement and learning. Evaluation Data Sources: percentage of student use of Canvas, course grades Summative Evaluation: None Strategy 1: Through the use of programs such as Achieve 3000, Kami, and other online programs, teachers will be able to increase student engagement both in the classroom and at home so as to provide continual feedback and continuity of learning

**Example:** Goal 4, Objective 1, Strategy 1: Through the use of programs such as Achieve 3000, Kami, and other online programs, teachers will be able to increase student engagement both in the classroom and at home so as to provide continual feedback and continuity of learning

- This can be in the notes, in the PO description, in the item description, or as an attachment

### Other Possible items needed:

- **3 quotes form**
  - On Purchasing's MISD website
  - If an item is not on a current MISD Contract or a Purchasing Cooperative and the price is between \$0-\$49,999
- **Field Trip form**
- **Out of State Travel form**
- **Board approval**
  - Items/contracts over \$100,000