

Documenting Title I, Part A Expenses Q & A

Q: When do schools and LEAs need to keep a receipt for a Title I expense?

A: All Title I, Part A expenditures should have supporting documentation.

Q: Do we need to keep receipts for all expenses or just those at a certain dollar amount?

A: A receipt needs to be kept for all Title I, Part A expenditures.

Q: What other documentation should the school keep with the receipt?

A: Anything applicable to the purchase should be maintained. Examples include:

- Approved purchase requisition
- Purchase order
- Receipts/Invoice
- Quote documentation if over Small Purchase threshold
- Bid documentation if over competitive bid threshold
- Fully (signed/dated) executed contract
- Sole source justification

Q: How do we document food expenses for parent and family engagement activities?

A: If food was purchased for a parent engagement activity, additional documentation is needed:

- Invitation / Announcement / Notification
- Agenda
- Sign-in sheet

Q: Should the district office keep copies of all the school's receipts?

A: That would be best practice, although not necessarily required.

For additional information, see the Uniform Administrative Requirements, Cost Principles, and Audits for Federal Awards [2 CFR Part 200](#).