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.