

## Capital Outlay Pre-approval Request

### California Department of Education

Email this completed form and a quote for the requested item(s) to the Golden State Pathways Program (GSPP) Education Programs Consultant and Fiscal Analyst at [GSPP@cde.ca.gov](mailto:GSPP@cde.ca.gov).

**Local Educational Agency (LEA) Name:**

**Fiscal Year :**

**Schoolsite:**

**Pathway:**

**Application Number:**

Capital Outlay is defined as any single item purchase of \$5,000.00 or more. The purchase must meet all of the requirements listed below. Check the box to confirm purchase meets requirement.

**Check all that apply:**

Directly relates to a pathway identified in the LEA's GSPP Grant application

Intended to improve, enhance or expand the GSPP pathway

"Necessary" and "reasonable" for proper and efficient administration of GSPP programs

Adds to the district's historical inventory system when received

Expenditure is specific to the GSPP pathway – as opposed to a general expense required to carry out the LEA's overall responsibilities.

**Provide information on LEA and the item being purchased in the following fields:**

LEA Street Address:

City:

Zip Code:

Phone:

GSPP Coordinator:

Coordinator Email:

Coordinator Phone:

GSPP Equipment Name:

Cost of Item (\$5,000 or More):

# GSPP CAPITAL OUTLAY REQUEST

Revised December 2024

Is the total cost split funded?                      Yes                      No

Amount of GSPP funds:

Amount of Other funding source:

Name of other funding source(s):

Provide a detailed description of the equipment requested for purchase:

Provide a rationale for how the proposed purchase is "necessary" and "reasonable" for proper and efficient administration of the LEA's GSPP pathway(s).

List the specific course(s) the equipment being purchased will be used for:

Identify which of the nine GSPP outcomes will be supported by this purchase and provide an explanation of how the item will bring about improvement in the identified outcome(s).

Can the instructor currently operate the equipment?                      Yes                      No

If the instructor cannot currently operate equipment explain below how, when, and by whom training will be provided to allow the instructor to operate the equipment.

## FOR GSPP SITE USE ONLY

Capital outlay requester information:

Signature:

Printed Name:

Title:

## FOR CDE USE ONLY

Capital outlay approver information:

Signature:

Printed Name:

Title: