

SOUTHWEST HRA HEAD START

Section: Administration

Subject: Request for Prior Grantee Agency Approval

Revised: February 27, 2003

POLICY:

In accordance with 45 CFR, Part 74.25, the Southwest Human Resource Agency Head Start Department will request a budget line item change for the purchase of any equipment item not included in the original budget contained in the Application for Funding that costs \$5,000 or more.

PROCEDURE:

The Head Start Director in consonance with the Grantee Executive Director will discuss the need to purchase any equipment costing \$5,000 or more. Upon the determination that there is need for this equipment item the Head Start Director will prepare a request for a budget change to be presented to the Head Start Policy Council for approval. Upon Policy Council approval the request for a budget change to purchase the equipment item will be submitted to the Regional Office by the Head Start Director.

Upon receipt of approval by the Grantor the Head Start Director will provide a copy of the approval letter to the Fiscal Department and obtain a purchase order. Upon receipt of the purchase order the Head Start Director will order the equipment item(s).