

# PRE-AUTHORIZATION FOR SPECIAL PROJECT/CATEGORICAL FUND EXPENDITURES

Siskiyou County Office of Education Co-Op  
609 South Gold Street  
Yreka, CA 96097

**DIRECTIONS:**

- This form is part of a SCOE process.
- This is **NOT** a purchase order.
- Complete and submit before ordering or purchasing.
- Complete all sections.

District / School: \_\_\_\_\_ Fiscal Year: \_\_\_\_\_

**Check Funding Source** (*Resource Code*)

Title 1 – Schoolwide (3010)

Title 1 – Targeted (3010)      (MSES, Sisson only)

Title 1 – Delinquent (3025)      (J. Everett Barr Court School only)

Object Code	Quantity	Item Description	Vendor	*Estimated Cost

**\*Reminder: Include estimated tax and shipping costs (approx. 15%)**      **Total:** \_\_\_\_\_

**Object Codes**

- |  |   |  |
|--|---|--|
| 1000 – Certificated Salaries                       | 4200 – Books and Other Reference Materials  | 5600 – Rentals, Leases, Repairs  |
| 2000 – Classified Salaries                         | 4300 – Supplies/Materials (< \$500)         | 5800 – Other Administrative Costs (includes AV & Library contracts, Co-op fee and other contracted services) |
| 3000 – Benefits                                    | 4400 – Supplies/Materials (>\$500 <\$5,000) | 6400 – Equipment (>\$5,000)  |
| 4100 – Approved Textbooks/Core Curricula Materials | 5200 – Travel / Conference                  |  |
|  | 5300 – Dues / Memberships                   |  |

**Describe how funds are used to supplement existing state/local efforts:**

(Refer to school plan by page number, line number and budget item.)

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\_\_\_\_\_  
*Superintendent/Principal Signature*      *Date*

\_\_\_\_\_  
*SSC Chairperson Signature*      *Date*

\_\_\_\_\_  
*Reviewed by Co-op Director*      *Date*

