

Future Expenditure Descriptions Flyer

Future Expenditure Requirements

Eligible schools may receive goods and/or assistance (not payment) through the Louisiana Department of Education procurement process for allowable expenditures incurred after March 5, 2021. The items requested under future expenditure must 1) be requested for secular, neutral, and non-ideological costs, 2) be related to the prevention, preparation for, and/or response to COVID-19, 3) be reasonable, necessary, allocable, and allowable, and 4) are prohibited from having been or becoming reimbursed under other federal programs. This list is only for demonstration purposes and does not guarantee availability or limit the items that may be requested by schools.

LDOE will purchase these items for the schools through the state procurement process and will maintain ownership of the items. Eligible schools will be responsible for following LDOE's inventory process including tracking and reporting of these items.

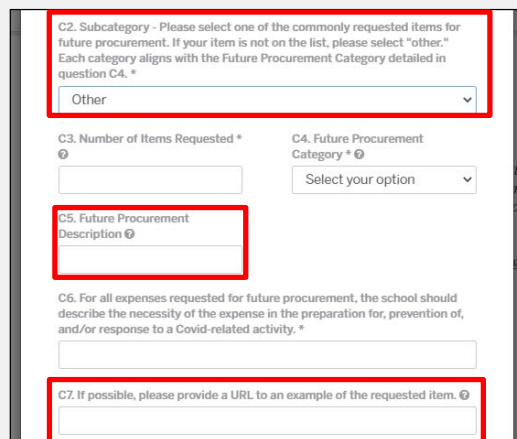
Future Expenditure Entries

WHERE TO ENTER:

- *C2 Subcategory* provides a list of commonly requested items. If you do not see the item you desire in the list, please scroll down and use the 'Other' option.
- *C5 Future Procurement Description* should be used to describe, in detail, the item being requested.
- *C7 If possible, please provide a URL to an example of the requested item.*

WHAT TO ENTER:

- Use *C5 Future Procurement Description* to enter in as much detailed information as needed for each request in order to assist the Program in procuring the desired items.
- **QUICK TIP: If you have a link to the item you are requesting (ex: Amazon link, Best Buy link, etc.), please include the URL within C7 as this will help the Program efficiently review your requests and better provide you with a desired item or an item that is a close alternative.**
- Examples of detailed and descriptive entries are provided below for reference.



The screenshot shows a web form with the following fields and instructions:

- C2. Subcategory** - Please select one of the commonly requested items for future procurement. If your item is not on the list, please select "other." Each category aligns with the Future Procurement Category detailed in question C4. * (Dropdown menu with "Other" selected)
- C3. Number of Items Requested *** (Text input field)
- C4. Future Procurement Category *** (Dropdown menu with "Select your option" selected)
- C5. Future Procurement Description** (Text input field)
- C6.** For all expenses requested for future procurement, the school should describe the necessity of the expense in the preparation for, prevention of, and/or response to a Covid-related activity. * (Text input field)
- C7.** If possible, please provide a URL to an example of the requested item. (Text input field)

EX: Descriptive Future Procurements	EX: Non Descriptive Future Procurements
HYGN Hand Sanitizer, w/ pump (Staples SKU 24449145)	Hand Sanitizer
Size L Disposable Vinyl Gloves	Gloves
Size M Disposable Nitrile Gloves	Gloves
Disposable Face Masks (Staples SKU 24444505)	Masks
Non-Contact Infrared Thermometer (Staples SKU 24443010)	Thermometers
https://www.amazon.com/SilverOnyx-Purifier-Quality-Sanitizer-Allergies/dp/B06XG4Z87P/ref=sr_1_6?crd=4M1RCZSL8PEZ&dchild=1&keywords=portable+air+purifier+for+classroom&qid=1621803722&sprefix=portable+air+purifier+for+cl%2Caps%2C150&sr=8-6	Air Purifier
Plastic Desk Dividers size 3ft X 5ft	Barriers
Wireless Bluetooth ear buds	Headsets
Clorox Wipes	Cleaning Supplies
14" HP Chromebooks (https://www.bestbuy.com/site/hp-14-chromebook-intel-celeron-4gb-memory-32gb-emmc-mineral-silver/6454844.p?skuId=6454844)	Laptop
10" Fire HD Tablet 32 GB (https://www.amazon.com/Fire-HD-10/dp/B07K1RZWMC)	Tablets
Large Clear Storage Bins with Lids (https://www.amazon.com/dp/B07PR9NM54/ref=redir_mobile_desktop?encoding=UTF8&aaxitk=9c6a674882e10683ec644dc317c0df41&hsc_r_id=7456845900201&pd_rd_plhdr=t&pd_rd_r=c57d7053-bc02-43cb-8f08-e711df2b409a&pd_rd_w=B0NIJ&pd_rd_wg=6WbNL&ref=sbx_be_s_sparkle_mcd_asin_0_img&th=1)	Storage Container
Accelerated Reader - 2 year license	Educational Software
IXL – Math 2 year License for 150 students	Educational Software