



**DEPARTMENT OF EDUCATION**  
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Judith T. Won Pat Ed.D.  
 Acting, Superintendent of Education

**END USER'S  
 FSAIS CLEARANCE FORM  
 Requisition Routing Form  
 (Authorization and Clearance)**

**Requisition #** \_\_\_\_\_

**Requested By (Division/School/Program):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Type of Procurement:** \_\_\_\_\_ Invitation for Bid (IFB) \_\_\_\_\_ Request for Proposal (RFP) \_\_\_\_\_ Small Purchase Contract

\_\_\_\_\_ Federally Funded: US Ed Funded

\_\_\_\_\_ US Ed Approved  
 \_\_\_\_\_ Budget Narrative  
 \_\_\_\_\_ Program Narrative

\_\_\_\_\_ Federally Funded: USDA & HHS Funded

\_\_\_\_\_ Locally Funded:

**Technology Clearance (FSAIS):**

**Type of equipment being procured:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

[ ] Request Approved [ ] Request Denied

\_\_\_\_\_  
 Print & Sign Authorized Approver (FSAIS)

\_\_\_\_\_  
 Date:

Reportable Property (Property Management Office)

[ ] Request Approved [ ] Request Denied

\_\_\_\_\_  
 Print & Sign Authorized Approver (PMO)

\_\_\_\_\_  
 Date:

***State Program Officer's with oversight of Consolidated Grant Projects are included in the requisition workflow within the Munis System. Compliance will be reviewed during the approval process.***