



Pre-Authorization Process for Purchases

Certain items listed in the [Purchasing Guide](#) require pre-authorization prior to purchase. Additionally, other purchases, including those not explicitly listed as eligible in the guide, may also require pre-approval.

Key Points:

Approval Requirement:

Pre-authorization must be secured before making a purchase for specified items. Requests for prohibited items will not be accepted. [Click here for the Pre-Authorization Request Form.](#)

Review Process:

Requests are reviewed in the order received, with the parent or guardian receiving email notification of the determination. Pre-authorization applies strictly to the specified item or service and does not confirm the provider's eligibility or the availability of funds for reimbursement.

Request Specificity:

Requests should be detailed, student-specific, and include information about the item or service, along with its approximate cost. Documentation must demonstrate that the item or service qualifies as an educational expense that directly benefits the student's learning.

Consistency Requirement:

The items or services purchased must match those described in the pre-authorization request. Failure to do so may result in denial of the purchase or reimbursement.

Individual Consideration:

Each request is evaluated on a case-by-case basis, considering the unique circumstances of the student. Approval for one student does not guarantee approval for similar items for another student, or for the same student under different conditions.

Validity and Deadlines:

Pre-authorizations are only valid for the school year in which they are approved. For the 2024-25 school year, requests may be submitted until April 30, 2025. This ensures enough time for approval, purchase, and reimbursement submissions before the school year ends on June 30, 2025.