

K12 Voucher Program

Technology in the classroom can be used strategically to improve student achievement and help prepare our students for success in the competitive global economy of the 21st century.- Jack O'Connell, State Superintendent of Public Instruction OVERVIEW

The K12 Ed Tech Voucher Funds are available as a result of a settlement agreement in an antitrust case against Microsoft Corporation. Per the settlement agreement, a fund was established to offer vouchers to public schools that can be used to purchase computer hardware, software, or professional development. (There are restrictions to what you can buy with these funds.)

The vouchers are to be used to assist districts with implementing and supporting education technology that fosters effective teaching and promotes student achievement.

The SDUSD administration of the Voucher Program will occur through the Educational Technology Department and the Office of Resource Development.

Review Program Information and Guidelines: PowerPoint presentation available for download here
Online version of the presentation is hereUPDATE - October 26, 2009 - You can now use voucher funds to buy three Apple computers and three Lenovo computers. The templates and instructions have changed so be sure to review the ePro instructions.

Please read before proceeding:

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If your site was eligible (based on free and reduced lunch) for voucher funds, you were given an allocation under Resource 90101. The allocation was split 50/50 and two sets of budget strings were opened for your use. The General Purpose Voucher budget contains 50% of your allocation and are the budget strings ending in 0000. The Specific Category Voucher budget contains the other 50% of your allocation and are the budget strings ending in 1100.

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General Purpose Voucher funds can be spent on eligible hardware and software. Specific Category Voucher funds can be spent on specifically identified eligible software only. Once the funds are spent, they are gone. You may not transfer funds between the two allocations.

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For these budgets only, budget checking looks at the Resource and the Extended fields in the budget string. Do not be concerned with how much is or is not in one account over another; e.g., account 4301 versus 4491.

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Be sure you know how much you have left in your voucher allocations. Please confirm with your budget analyst or contact Susan Levine in the Ed Tech Department. When planning your purchases, please spend only 91% of each of your voucher allocations. You MUST have enough funds in your budget to cover taxes and any shipping and handling. In the ePro process, sales tax is not encumbered until a PO has been created (after budget checking in the requisition process). When the PO is created, sales tax is applied and the PO goes through budget checking again. If it fails budget checking, purchasing will be delayed until a site budget is provided to cover the difference. To be safe, always allow for sales tax - hence, spend only up to 91% of each allocation. You may not overspend your allocation. It is the site's responsibility to keep track of its purchasing using these funds. If you overspend your budget, you will be required to identify a site budget to cover.

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When purchasing district standard computers, you MUST use the voucher templates. Please follow the instructions on How to Submit an ePro below. The template for the 20" iMac is NOW AVAILBLE.

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NEW: In the comments/justification section be sure to put your name, phone number, school site and the words "Voucher Purchase."

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Sites are responsible for the cost of etching of laptops and a small portion of the district image because these items are not reimbursable under the Voucher Program. You must provide your own budget.

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You may only purchase items on the Approved Hardware and Software List. Please DO NOT submit requisitions for products that are not on the Approved Hardware and Software List. [Click Here-Updated Frequently](#)

Review the list of what you MAY NOT PURCHASE which includes hardware and software not approved by the Claims Administrator. [Click here](#)

- If there's an item you'd like to purchase and it's not on the list, please send your request (name of product, description, website) to microsoftsettlement-sdusd@sandi.net. We will submit your request to the Claims Administrator, put the item on the online list of products and will update it when we hear from the Claims Administrator. DO NOT contact the Claims Administrator yourself.

REMINDER: Your allocation is split 50/50. Fifty percent of your funds are in General Purpose Vouchers (budget ending 0000) and 50% are in Specific Category Vouchers (budget ending 1100). You can buy hardware and software out of General Purpose Vouchers and only SPECIFIC software out of Specific Category Vouchers. The Approved Hardware and Software identifies which funds can be used for which product.

Funds cannot be transferred between the General Purpose Voucher allocation and Specific Category Voucher allocation.

NO PROCUREMENT CARD PURCHASES.

IMPORTANT: The funds carryover from year to year. The district's deadline for spending will be sometime in 2011. There has been no information from the Settlement Parties regarding a second allocation of funds.

Vendors and Pricing

Please check the EdTech Price List first to see what vendors and pricing are recommended for the eligible products.

How to Submit an ePro

- Non-computer Items [Click here](#)
- Apple Computers [Click here](#)

- Lenovo Computers [Click Here](#)
- Non-District Standard Computers (Apple or Lenovo only)

- Request equipment waiver; go to <http://sandi.net/swreq/>
- Request quote from Arey Jones or Apple. Advise vendor you are purchasing under the Voucher Program.
- Email Microsoftsettlement-sdusd@sandi.net and attach quote.

- You will be sent instructions to help you create the requisition.

Other Useful Resources

- Definition of General Purpose Vouchers and Specific Category Vouchers
- State Approved Professional Development Providers for Voucher Program
- State Voucher FAQs

- Updated Info

SEND ALL QUESTIONS and REQUESTS FOR PRODUCT APPROVAL to Microsoftsettlement-sdusd@sandi.net