Directions: Please use the template below to plan and develop budget expenditures and itemizations. This template is aligned with the new budget expense requirements adopted by OPI for the 2025-26 school year. Once you have completed this, you can copy and paste the text from these cells into the corresponding budget categories of your ESEA application budget page(s). If you need additional cells beyond those provided for the budget categories below, you can add a cell into the document for the appropriate category and copy and paste the numbered list of required items into the new cell.

NOTE: A new cell is added by hovering the cursor arrow around the lower left had corner of each table. Click on the plus(+) sign when it appears.

## 100 Personal Services – Salaries

| |
|---|
| 1. Add Position Title<br>2. Add FTE covered |
| 1. Add Position Title<br>2. Add FTE covered |
| 1. Add Position Title<br>2. Add FTE covered |
| 1. Add Position Title<br>2. Add FTE covered |

## 200 Employee Benefits

| |
|---|
| 1. Add Position Title<br>2. Add FTE covered |
| 1. Add Position Title<br>2. Add FTE covered |
| 1. Add Position Title<br>2. Add FTE covered |
| 1. Add Position Title<br>2. Add FTE covered |

## 300 Purchased Professional and Technical Services -Must Have Signed Contract

| |
|---|
| 1. Add Service date range |

| |
|---|
| 2. Add Specific services provided |

| |
|---|
| 1. Add Service date range<br>2. Add Specific services provided |

| |
|---|
| 1. Add Service date range<br>2. Add Specific services provided |

| |
|---|
| 1. Add Service date range<br>2. Add Specific services provided |

## 400 Purchased Property Services

| |
|---|
| 1. Add Service/rental date range<br>2. Add Specific services provided |

| |
|---|
| 1. Add Service/rental date range<br>2. Add Specific services provided |

| |
|---|
| 1. Add Service/rental date range<br>2. Add Specific services provided |

| |
|---|
| 1. Add Service/rental date range<br>2. Add Specific services provided |

## 500 Other Purchased Services

| |
|---|
| 1. Add Specific service provided<br>2. Add Date range of service<br>3. Add Details of related expense i.e. travel related expenses, per diem, hotel, mileage<br>4. Add unit cost and number of units for items $500 or more per unit |

| |
|---|
| 1. Add Specific service provided<br>2. Add Date range of service<br>3. Add Details of related expense i.e. travel related expenses, per diem, hotel, mileage<br>4. Add unit cost and number of units for items $500 or more per unit |

| |
|---|
| 1. Add Specific service provided<br>2. Add Date range of service<br>3. Add Details of related expense i.e. travel related expenses, per diem, hotel, mileage<br>4. Add unit cost and number of units for items $500 or more per unit |

| |
|---|
| 1. Add Specific service provided<br>2. Add Date range of service<br>3. Add Details of related expense i.e. travel related expenses, per diem, hotel, mileage<br>4. Add unit cost and number of units for items $500 or more per unit |

## 600Supplies

| |
|---|
| 1. Add list of planned supply purchases<br>2. Add Unit cost and number of units for items $500 or more per unit |
| 1. Add list of planned supply purchases<br>2. Add Unit cost and number of units for items $500 or more per unit |
| 1. Add list of planned supply purchases<br>2. Add Unit cost and number of units for items $500 or more per unit |
| 1. Add list of planned supply purchases<br>2. Add Unit cost and number of units for items $500 or more per unit |

## 700 Property and Equipment

| |
|---|
| 1. Add list of property and equipment to be purchased<br>2. Add individual unit costs |
| 1. Add list of property and equipment to be purchased<br>2. Add individual unit costs |
| 1. Add list of property and equipment to be purchased<br>2. Add individual unit costs |
| 1. Add list of property and equipment to be purchased<br>2. Add individual unit costs |

## 800 Other Expenditures

| |
|---|
| 1. Add expenditure to be purchased<br>2. Add Unit cost and number of units if applicable |
| 1. Add expenditure to be purchased<br>2. Add Unit cost and number of units if applicable |
| 1. Add expenditure to be purchased<br>2. Add Unit cost and number of units if applicable |
| 1. Add expenditure to be purchased<br>2. Add Unit cost and number of units if applicable |