

3. The items requested are in use or approved for use in a public elementary or secondary school of the State.
4. The quality and quantity of the materials requested are suitable.
5. The documentation is accurate and complete.

It is probable that if no monetary restrictions are applied by the State Title II administrator, more project applications will be submitted by local schools than can be funded. It will therefore be necessary to develop and use a system of priorities in project approval in order to assure that the State plan criteria for relative need and equitableness are being applied.

One procedure for simplifying the management of the acquisition funds is to require early in the fiscal year a letter of intent from each local educational agency and private school planning to participate in the program.

Since the State-wide total cost of materials acquired through projects must reflect the proportion of the funds designated for each of the three categories of materials--school library resources, textbooks, and other instructional materials--as provided in the State plan, the sum total of expenditures for the projects from local educational agencies should be in agreement with those proportions.

Well-coordinated project approval procedures involving appropriate administrative, supervisory, and clerical personnel offer an effective means of assuring that the use of Title II funds will, in fact, contribute to the improvement of educational quality and opportunities in our schools.