



Personalized Education Program ("PEP") Scholarship Pre-Authorization Form

(If approved, this document must be included with the Parent Reimbursement Request Form)

When to use this form

Pre-Authorization is **optional** for any expense. Use it whenever the Purchasing Handbook describes an item as one that "may be eligible," whenever the item is not specifically described in the Handbook, or whenever you are simply not sure. There is no disadvantage to asking first.

Pre-Authorization is **recommended** before purchasing durable goods. A durable good is an item that is not consumed by use, retains substantial functional value beyond a single school year, and costs \$250 or more.

How to submit

Complete this form and submit it to AAA BEFORE purchasing educational items and services that may be eligible if required by your selected curriculum or instructional materials. Supporting documents must be included (i.e. screen shot of item, required materials list, etc.).

Submit the completed form and supporting documents by email to **PEP@aaascholarships.org**.

Supporting documents to include:

- A screen shot, listing, or catalog page showing the specific item or service and its price
- The page of the curriculum, materials list, course description, or lesson plan that requires the item, where the item is a furnishing or supply not on the Handbook's safe-harbor list
- For a durable good that replaces one previously purchased with scholarship funds, a brief explanation of why replacement is needed

What happens next

Once processed, AAA will return a copy of the form to you indicating whether the good or service is approved or denied (generally within 10 business days). If approved, include a copy of the approved form and note the assigned approval code at the bottom of this page with your request for reimbursement.

An approved pre-authorization confirms that the item or service described is an authorized use of your student's scholarship funds. AAA will not later deny a reimbursement request on eligibility grounds where the item purchased matches the item approved, the approved form and approval code are attached, and the request is otherwise properly supported. Approval does not guarantee that sufficient funds remain in your student's account at the time of reimbursement and does not confirm a provider's eligibility.

If your request is denied

If denied, you may appeal one time by doing the following: in writing explain in further detail the necessity and educational value; you may include further support. You will submit the appeal and supporting information to PEP@aaascholarships.org. You will be given the final decision within 10 business days. You will NOT be reimbursed for your purchase with PEP funds if denied.

Every denial will state the specific reason for the denial and what would be needed to approve the request.

*****Approvals expire 90 days from approval date noted on page 2*****

Go to page 2 to complete and sign the Form

Date:	
Amount:	
Name of Service Provider/Vendor:	
Describe Item/Service to be Purchased:	
Describe Educational Purpose:	
Check the Category Requiring the Goods or Services:	Curriculum Instructional materials Tuition and Fees Standardized Testing Fees Contracted Services (Public School or District) Part-Time Tutoring or Choice Navigator
Is this item a durable good, or does it cost \$250 or more?	Yes ☐ No ☐ If yes, and it replaces an item previously purchased with scholarship funds, attach your explanation of why replacement is needed.
Name of Eligible Student Benefitting:	

I confirm that this purchase abides by the affirmations agreed to by me on the Sworn Compliance Statement when applying for the PEP Scholarship and by the AAA Scholarship policies and procedures as stated in the Florida Parent and School Handbook and understand that failure to comply could result in loss of the scholarship and/or require the return of scholarship funding to AAA Scholarship Foundation.

I further affirm that I have not previously purchased this item, or a substantially similar item, using scholarship funds from any scholarship funding organization within the past 24 months.

Parent/Guardian(s) Signature: _____ **Date:** _____

******A COPY OF THIS FORM INDICATING THAT THE PURCHASE WAS PRE-APPROVED MUST BE INCLUDED WITH THE REQUEST FOR REIMBURSEMENT FORM******

FOR AAA ACCOUNTING USE ONLY

APPROVED ☐ DENIED ☐ BY: _____ DATE: _____

EXPENSE ACCOUNT: _____

DURABLE GOODS CATEGORY: _____

PRIOR APPROVAL FOR SAME ITEM CHECKED: Yes ☐ No ☐

DENIAL REASON (IF ANY): _____

DATE COPY RETURNED TO PARENT/GUARDIAN: _____