

Form NA.008 04/2000

VOCATIONAL EDUCATION REQUISITION - OCCUPATIONAL PREP/TECH ED. EQUIPMENT

STATE USE ONLY

School Division _____

Payee Code _____

Available \$ _____

Program 171-03-10 Funds

Project 60541

Reimbursement Period for Fiscal Year _____

Fund 0100

Amount \$ _____

PROGRAM SERVICE	PROGRAM SERVICE EXPENDITURES
Administration	\$
Agriculture	
Business	
Health Occupations	
Marketing	
Special Programs	
Technology	
Trade and Industrial	
Work & Family Studies	
TOTAL EXPENDITURES	\$

SPECIAL NOTES :

- 1. Invoices must be attached to support each item (check numbers and dates must be referenced on all invoices).**
- 2. An Inventory of Equipment Form (NA.011) must be included for all single items \$300 or more.**
- 3. Reimbursement is 50% of total expenditures claimed, up to your approved Entitlement amount. For example, if you claim \$2,000 in total expenditures, you will be reimbursed \$1,000 if your Entitlement is equal to or greater than \$1,000.**

I certify that the expenditures listed in this reimbursement have been paid in accordance with state policies and regulations of the Department of Education. It is further certified that documentation is retained and available upon request to support the claim and potential state audits.

	(STATE USE ONLY)
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DATE DIVISION SUPERINTENDENT=S SIGNATURE

DATE VOCATIONAL EDUCATION SIGNATURE

PREPARER=S NAME

TELEPHONE NUMBER

If you have any questions, please contact Pat Brooks at (804) 371-0033. Please submit the completed forms to Pat Brooks, Senior Accountant, Virginia Department of Education, Accounting, P.O. Box 2120, Richmond,

VA 23218-2120.