

**CAREER AND TECHNICAL EDUCATION REQUISITION -
OCCUPATIONAL PREP/TECH ED. EQUIPMENT**

STATE USE ONLY

School Division _____

Payee Code _____

Available \$ _____

Program 171-03-10 Funds _____

Project 60541 and 60530

Fund 0100

Reimbursement Period for Fiscal Year _____

Amount \$ _____

PROGRAM SERVICE	PROGRAM SERVICE EXPENDITURES
Administration	\$ _____
Agriculture	_____
Business & Information Technology	_____
Family & Consumer Sciences	_____
Health & Medical Sciences Education	_____
Marketing	_____
Special Programs	_____
Technology	_____
Trade and Industrial	_____
TOTAL EXPENDITURES	\$ _____

SPECIAL NOTES :

- Invoices must be maintained at the division level to support each item (check numbers and dates must be referenced on all invoices).**
- An Inventory of Equipment Form (NA.011) must be maintained for all items in accordance to Career and Technical Education Regulation (8 VAC20-120).**
- The local school division has provided a match equal to the amount of state funds. 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.**
- School divisions must certify that invoices and inventory are on file at the division office.**
- All equipment processed must be on the Recommended Equipment approved for Career and Technical Education Programs, 2002 edition or approved by program area specialist.**

I certify that the expenditures listed in this reimbursement have been paid in accordance with state policies and regulations of the Department of Education as noted above. 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 CAREER & TECHNICAL EDUCATION SIGNATURE

PREPARER'S NAME

TELEPHONE NUMBER

If you have any questions, please contact Bob Almond at (804) 225-2847. Please submit the completed forms to Bob Almond, Career and Technical Education, Virginia Department of Education, P.O. Box 2120, Richmond, VA 23218-2120.