

Virginia Department of Education
Office of Career and Technical Education
Procedures for Preparing Carl D. Perkins Reimbursement Request

Page 1:

1. List the name of your school division.
2. Check the number corresponding to this request and also mark if final request.
3. The period of time the request is applicable, (e.g., 2/01/04 to 2/29/04).
4. Total amount of your approved allocation as approved in your local plan on the CTEMS Schedule 2.
5. Amount of reimbursement you have claimed to date.
6. Amount of reimbursement you are claiming on this request. This should match the total of column five on page two.
7. Balance of Perkins Allocation.
8. The name of the person who prepared the request.
9. The phone and fax number of the person who prepared the request.
10. The date the Career and Technical Administrator signs the request.
11. The signature of Career and Technical Administrator.
12. The date that the Superintendent or Authorized Signature signs the request.
13. The signature of the Superintendent or Authorized Signature.
14. The bottom of the form will be completed by the Department of Education.

Page 2:

1. List the name of your school division.
2. Check the number corresponding to this request and also mark if final request.
3. List the CTE activity or CTE program which was approved in your local plan on the CTEMS Schedule 2B. Including Administrative and/or Administrative Equipment as approved in your local plan on the CTEMS Schedule 2B, Federal Administration of Funds.
4. List the appropriate funding requirements number as approved on your CTEMS Schedule 2B of your local plan.
5. Approved budget per CTE activity or CTE program and corresponding funding requirement number.
6. Amount of expenditures claimed in the request may be a summary of all the invoices listed per CTE activity or program and corresponding funding requirement number. The total of this column is the figure for number 6 on the first page.
7. List the vendor, item description, check or voucher number, and date of payment.