

**CAREER AND TECHNICAL EDUCATION REQUISITION –
 SECONDARY VOCATIONAL-TECHNICAL EQUIPMENT**

STATE USE ONLY

School Division _____

Payee Code _____

Funds Available \$ _____

Program 171-03-10

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 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, 2005 edition or approved by program area specialist.**

 PREPARER'S NAME

 TELEPHONE NUMBER

 CTE ADMINISTRATOR

 TELEPHONE NUMBER

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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DIVISION SUPERINTENDENT'S SIGNATURE, DATE

CAREER & TECHNICAL EDUCATION SIGNATURE

If you have any questions, please contact Becky Marable at (804) 225-3349. Please submit the completed forms to Becky Marable, Career and Technical Education, Virginia Department of Education, P.O. Box 2120, Richmond, VA 23218-2120.