

**CAREER AND TECHNICAL EDUCATION
 SECONDARY VOCATIONAL-TECHNICAL EQUIPMENT PURCHASE REIMBURSEMENT REQUEST**

School Division
 Number and Name: _____

STATE USE ONLY

Payee Code _____
 Program 178-03
 Project 60541 or 60530
 Fund 0100
 Payment Amount \$ _____

Fund Allocation \$ _____

Reimbursement Period for Fiscal Year 2008 (SY 2007-08)

PROGRAM SERVICE	PROGRAM SERVICE EXPENDITURES
Agricultural Education	\$
Business & Information Technology	\$
Career Connections	\$
Family & Consumer Sciences	\$
Health & Medical Sciences	\$
Marketing	\$
Technology Education	\$
Trade & Industrial Education	\$
TOTAL EXPENDITURES	\$

SPECIAL NOTES:

1. School divisions must certify that all invoices and inventory listings are on file at the school division office and are maintained to support each item purchased (invoices must reference check numbers and dates).
2. An inventory of all equipment items purchased with state funds must be maintained in accordance with Career and Technical Education Regulation (8 VAC20-120).
3. School divisions will be reimbursed 100% for local equipment expenditures claimed, up to the approved state funds entitlement amount. For example, if \$2,000 is claimed for local equipment expenditures, the state equipment funds reimbursement payment will be \$2,000 (if the school division entitlement is equal to or greater than \$2,000).
4. Any equipment purchased must be on the EQUIPMENT RESOURCE GUIDE listing approved for Career and Technical Education Programs, 2007 Edition or be pre-approved by the DOE CTE program area specialist.
5. School divisions must use their entire state equipment allocation first before using any Perkins equipment funds. No Perkins equipment reimbursements will be processed and approved for payment in OMEGA unless all state equipment funds have been spent.
6. School divisions cannot use state equipment funds to purchase equipment and then claim the same equipment purchase for an OMEGA Perkins equipment reimbursement request.

 PREPARER'S NAME

 TELEPHONE NUMBER

 CTE ADMINISTRATOR - NAME

 CTE ADMINISTRATOR - SIGNATURE

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 and DATE VDOE, CAREER & TECHNICAL EDUCATION - APPROVAL

If you have any questions, please contact W. Terry Dougherty, CTE Grants Administrator at (804) 225-3349 or Terry.Dougherty@doe.virginia.gov. Submit the completed and signed forms to: Virginia Department of Education, Career and Technical Education, Attn: Grants Administrator, P.O. Box 2120, Richmond, VA 23218-2120.