

**CAREER AND TECHNICAL EDUCATION
 STATE EQUIPMENT ALLOCATION - REIMBURSEMENT REQUEST**

School Division
 Number and Name: _____

STATE USE ONLY

Payee Code: _____

Program: 178-03

Fund Allocation: \$ _____

Project: 60541 or 60530

Fund: 0100

Reimbursement Period for Fiscal Year: 2009 (SY 2008-09)

Payment Amount: \$ _____

PROGRAM SERVICE	PROGRAM SERVICE EXPENDITURES
Agricultural	\$
Business & Information Technology	\$
Career Connections	\$
Family & Consumer Sciences	\$
Health & Medical Sciences	\$
Marketing	\$
Technology	\$
Trade & Industrial	\$
TOTAL EXPENDITURES	\$
PRIOR YEAR DATA: Total <u>Local</u> funds spent on equipment for 2007-2008 (do not include Perkins).	\$

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.
4. Any equipment purchased must be on the EQUIPMENT RESOURCE GUIDE listing approved for Career and Technical Education Programs, 2008 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.

DIVISION SUPERINTENDENT'S SIGNATURE and DATE