

**CAREER AND TECHNICAL EDUCATION  
 STATE EQUIPMENT REIMBURSEMENT REQUEST FORM**

School Division  
 Number and Name: \_\_\_\_\_

STATE USE ONLY

Payee Code: \_\_\_\_\_

Program: 178-03

Fund Allocation: \$ \_\_\_\_\_

Project: 60541 or 60530

Fund: 0100

Reimbursement for Fiscal Year: 2010 (SY 2009-10)

Payment Amount: \$ \_\_\_\_\_

<b>PROGRAM SERVICE</b>	<b>PROGRAM SERVICE EXPENDITURES</b>
Agricultural	\$
Business & Information Technology	\$
Career Connections	\$
Family & Consumer Sciences	\$
Health & Medical Sciences	\$
Marketing	\$
Technology	\$
Trade & Industrial	\$
<b>TOTAL EXPENDITURES</b>	<b>\$</b>
<b>PRIOR YEAR DATA: Total <u>Local</u> funds spent on equipment for SY 2008-09 (do not include Perkins)</b>	<b>\$</b>

**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 CTE 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. All equipment purchased must be on the EQUIPMENT RESOURCE GUIDE listing approved for Career and Technical Education Programs, 2009 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. Perkins equipment reimbursements will not 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 federal equipment expenditure 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.**

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**DIVISION SUPERINTENDENT'S  
 SIGNATURE and DATE**

**ELIZABETH M. RUSSELL, Director Career and Technical Education  
 SIGNATURE and DATE – Payment Approval**

If you have any questions, please contact: W. Terry Dougherty, CTE Grants Administrator at (804) 225-3349 or [Terry.Dougherty@doe.virginia.gov](mailto: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.