INVENTORY OF EQUIPMENT PURCHASED WITH STATE CTE EQUIPMENT FUNDS

An inventory of equipment purchased with career and technical education state equipment funds must be kept using this form for all purchased items. Record/Item Numbers can be referenced from the *Recommended Equipment Approved for Career and Technical Education Programs* document under the individual program service number headings. The itemized list and invoices for each program service showing the total amount claimed on the reimbursement request must be kept on file at the school division level for audit purposes. An inventory of all equipment items purchased with state funds must be maintained in accordance with CTE Regulation (8 VAC20-120).

School Division: _____

School Name: _____

Program Service Area: _____

Program: _____

_____
Division Superintendent or Designee Name:

_____
Division Superintendent or Designee Signature:

Date: _____

Record/Item Number	Date Purchased	Quantity	Equipment Item and Serial No.	Invoice Number	Unit Cost	Total Cost

INVENTORY OF EQUIPMENT PURCHASED WITH STATE CTE EQUIPMENT FUNDS

(Continuation Sheet)

Record/Item Number	Date Purchased	Quantity	Equipment Item and Serial No.	Invoice Number	Unit Cost	Total Cost