

**OFFICE OF CAREER AND TECHNICAL EDUCATION SERVICES  
STATE EQUIPMENT REIMBURSEMENT REQUEST FORM**

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

STATE USE ONLY

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

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

Program: 178-05

Project: 60541 or 60530

Fund: 0756

Reimbursement for Fiscal Year: 2012 (SY 2011-12)

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

<b>PROGRAM SERVICE</b>	<b>PROGRAM SERVICE EXPENDITURES</b>
Agricultural Education	\$
Business & Information Technology Education	\$
Career Connections	\$
Family & Consumer Sciences Education	\$
Health & Medical Sciences Education	\$
Marketing	\$
Technology Education	\$
Trade & Industrial Education	\$
<b>TOTAL EXPENDITURES</b>	<b>\$</b>
<b>PRIOR YEAR DATA: Total Local funds spent on equipment for SY 2010-11 (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 Approved Equipment for CTE Programs listing or be pre-approved by the DOE.
5. School divisions must use their entire state equipment allocation before submitting any requests for Perkins federal equipment funds. Perkins equipment reimbursements will not be processed and approved for payment in OMEGA unless all state equipment funds reimbursement requests have been submitted for payment.
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

LOLITA B. HALL, 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.