

CAREER TECHNICAL EDUCATION INCENTIVE GRANT CAPITAL OUTLAY REQUEST FOR CDE PRE-APPROVAL

District Name: _____ YEAR: _____

Please use this form to request and justify capital outlay expenditures for the Career Technical Education Incentive Grant (CTEIG).

Capital outlay is defined as any single item purchase of \$5,000.00 or more. **Please check all that apply:**

- Intended to improve, enhance, or expand the CTE program;*
- "Necessary" and "reasonable" for proper and efficient administration of the CTE program;*
- Add to the district's historical inventory system when received; and*
- Specific to the CTE program—as opposed to a general expense required to carry out the agency's overall responsibilities.*

Please complete each item below.

District *Mailing Address*: _____ City, Zip: _____

CTE Coordinator: _____ Phone: _____

CTE Advisory Chair Name and Meeting Date: _____

CTE Teacher Name and Credential: _____

Industry Sector: _____ Career Pathway: _____

List Sequence of Courses (minimum of 300 hours): _____

CTE Equipment Name: _____ School Receiving Equipment: _____

Total cost of item \$5,000+:

Is total cost split-funded: CTEIG \$ _____; Other \$ _____

Please name other funding sources used: _____

Description of Equipment: _____

Use of Equipment within Sequence of Courses: _____

What skill attainment will this equipment purchase provide CTE students in this Career Pathway: _____