

CTEIG 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.

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

- Directly relates to a career technical education (CTE) program approved for assistance with Perkins funds in the LEA's local plan;*
- 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 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: _____