

CAPITAL OUTLAY REQUEST FOR PRE-APPROVAL

CALIFORNIA DEPARTMENT OF EDUCATION (Revised 10/28/2019)

Attach this form to the quote for the item being purchased. Email the completed form and the quote to your Career Technical Education (CTE) Consultant.

LEA Name:

Year:

Select School Type:

112 State Special Schools

131 Secondary Schools or
COE

132 Adult COE/ROP
or Community College

Select the type of capital outlay request:

Strengthening Career Technical Education for the 21st Century (Perkins V)

K-12 Strong Workforce

Career Technical Education Incentive Grant (CTEIG)

Capital Outlay is defined as any single item purchase of \$5,000.00 or more. The purchase must meet all of the requirements listed below. Check the box to confirm purchase meets requirement.

Check all that apply:

Directly relates to a CTE program approved for assistance 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 programs

Adds to the district's historical inventory system when received

Specific to the CTE program – as opposed to a general expense required to carry out the agency's overall responsibilities.

Provide information on LEA and the item being purchased in the following fields:

District Street Address:

City:

Zip Code:

Phone:

CTE Coordinator:

CTE Teacher:

CTE Credential:

Industry Sector:

Career Pathway:

CTE equipment name:

Name of school purchasing item:

Cost of item (\$5,000 or More):

