**Capital Outlay Request Form Directions**

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| **Segment** | **Name of Segment** | **What to do?** |
| **A** | LEA Name | Enter in the name of the LEA that the grant is assigned to for the application year you are applying for |
| **B** | Fiscal Year Allocation | What allocation fiscal year will you be using to purchase item? |
| **C** | Select School Type:   * 112 State Special Schools * 131 Secondary Schools or COE or ROP/JPA * 132 Adult COE/ROP or Community College | Select 1 School Type that the LEA is |
| **D** | Select the type of capital outlay request:   * Strengthening Career and Technical Education Act for the 21st Century (Perkins V) * Career Technical Education Incentive Grant (CTEIG) | Select at least one as to what funding source the LEA would like to use to purchase this capital outlay item |
| **E** | Capital Outlay is defined as any single item purchase of $5,000.00 or more. The purchase must meet all of the requirements listed below. Check the box to confirm purchase meets requirement.  Check all that apply:   * Directly relates to a CTE program approved for assistance in the LEA’s LCAP and CLNA (Perkins) * Intended to improve, enhance or expand the CTE program * “Necessary” and “reasonable” for proper and efficient administration of the CTE programs * Adds to the district’s historical inventory system when received * Specific to the CTE program – as opposed to a general expense required to carry out * the agency’s overall responsibilities. | Check all boxes to meet the capital outlay requirements |
| Provide information on LEA and the item being purchased in the following fields: | | |
| **F** | District Street Address, City, Zip Code & Phone  CTE Coordinator | * This could be different than the LEA name listed at the top of page 1, if a consortium * CTE Coordinator is an LEA employee assigned to CTE |
| **G** | Industry Sector | Name the Industry Sector(s) that will be using this capital outlay item:  [General Information - Career Technical Education (CA Dept of Education)](https://www.cde.ca.gov/ci/ct/gi/) |
| **H** | Career Pathway | Name the Career Pathway(s) for each industry sector the capital outlay will be using |
| **I** | CTE equipment name | Name of equipment |
| **J** | Name of school purchasing item | Where will this capital outlay item be housed? |
| **K** | Cost of item ($ 5,000 or More) | * How much does the item cost? * Includes tax, shipping and handling fees, warranties |
| Page 2 of Capital Outlay Form: | | |
| **L** | Is total cost split funded? Yes No  Amount of Perkins  Amount of CTEIG  List other funding source(s) used  Amount of Other Funding Source | * Will this item be split funded among various funding sources? * Name the funding sources |
| **M** | Provide a detailed description of equipment purchase | Describe what the capital outlay item is, NOT how it will be used |
| **N** | List the sequence of courses (including CALPADS course codes) the equipment being purchased will be used for | Name the sequence of course(s) with CalPADS course codes for each course listed |
| **O** | Use CTE technical standards to identify the skill attainment this equipment purchase will  provide to CTE students in this career pathway | * Number or list at least 3 CTE technical standards this Capital Outlay item will provide * [CTE Model Curriculum Standards - Standards & Framework (CA Dept of Education)](https://www.cde.ca.gov/ci/ct/sf/ctemcstandards.asp) |
| **P** | Can the instructor currently operate the equipment? Yes No  If the instructor cannot currently operate equipment explain below how, when, and by whom training will be provided to allow the instructor to operate the equipment. | Answer questions |
| **Q** | **FOR CDE USE ONLY**  Capital outlay request approver information.  Signature & Date  Printed Name  Title | This is **for CDE to complete**, not the person completing the form, nor their administrator |
| **R** | Attach the capital outlay request form to a quote for the requested item to be purchased. One item per capital outlay request. | Email your regional consultant the capital outlay request form AND a quote that matches them amount requested  Consultant(s) have 10 business days to process Capital Outlay request |