# Disposition of CTE Equipment for Discontinued Course

 District: Dorchester School District Two District Superintendent Signature:

School: CTE Coordinator Signature:

CTE Course/Program: District Contact for Equipment Disposition:

Course Ending Date (Month/Year): Name: Phone/Email:

Reason for Discontinuing the CTE Course/Program:

# CTE Equipment Disposition Summary

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| **Equipment Item** | **I.D. or Serial Number** | **Date Acquired** | **Cost** | **Funding Source/ Percent “F” or “S”** | **Current Condition** | **Proposed Disposition Option #** | **School/Course to Receive Equipment Item** | **OCTE****Approval** |
| Whole $ | Options 1–4 | Applicable for Options 1 or 2 | **YES** | **NO** |
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*For OCTE Use Only—*

**Reviewed by:**

**Signature: Date: Phone/Email**

Disposition Options for CTE Equipment Purchased With Federal/State CTE Funds (Course Discontinued/Closed) 1 – Transfer item to a CTE course within the District/Center (Identify School/Course)

1. **– Transfer item to a CTE course in another District/Center (Identify School/Course)**
2. **– Not needed for CTE: Sell/dispose of item–Use any LEA proceeds for CTE programs (Current Item Value $5,000) 4 – Not needed for CTE: Sell/dispose of item–Use any LEA proceeds for CTE programs (Current Item Value $5,000)\***

**\*** The OCTE has a right to the value/proceeds in an amount applicable to the federal/state share of equipment valued $5,000.

Revised 01-23-2020