



Career and Technical Education

Guidelines

2022-2023

Purchase Order Request Instructions

- Provide a Purchase Order Request to Sue Stempert. This request must have a printout of the item(s) being requested – cart printout, page printout, etc. Be sure to use the most up to date form found in CTE Teams.
- Purchase Order Requests **must be signed by your principal**.
- Once processed, we will let you know if they are approved, denied. The order will be placed for you and will let you know when to expect them.
- In the event, you receive the PO back. The school will be required to order those items (large equipment), set appointments for installation, etc. An email will accompany the PO with instructions.
- Any PO Request over \$2500 **MUST** have 3 quotes with it. Please remember these will take a little longer to process on the CTE end because they require two signatures before ordering.
- Once an item is received, you will need to send Sue the packing slip. Please send immediately upon receipt. Purchase orders require checks and invoices will not be paid unless packing slip is received as verification the item
- Check the item when received (immediately) for damage or an error in shipment.
- Be conscientious of return policy – do not throw box away for equipment until you are sure, the item is working properly.
- Do not need to have originals – you can scan all items to Sue.

Bar Coding Procedures

- All items over \$100 must be bar coded for inventory. The serial number, make, model# and description will need to be sent to Sue Stempert. The appropriate bar code for each item will be sent to the CTE Admin defined by the school. Be sure to match the serial number w/ the bar code sent. All barcodes must be placed on the item or for those items that the label cannot be placed, keep in a book. Keep track of your own inventory and add the bar code number to your spreadsheet.

Maintenance Procedures

- CTE maintenance funds (\$5,000.00 per site) are limited and will be used to maintain and repair stoves, kitchen hood cleaning/repair, refrigeration systems, dishwasher, and large equipment in our culinary arts and manufacturing program of study.
- Culinary Repairs - please complete the Repair forms request. Stempert will call in the service to Hobart. School will be notified once the repair is called in and when to expect Hobart to service them. Let Sue know when the repair is complete.
- All other repairs - please follow the district process for requesting these funds to include preparing a purchase order. **A quote is required to come with the purchase order.** Any repair quote coming in above \$2,500 will require three quotes. Repair cost will be reviewed to determine the cost of repair versus the value of the equipment. If the cost to repair is more than the cost or value of the equipment, the recommendation will be to replace the item. If provided an emergency approval for equipment repair, please have the school (finance secretary) pay for the repair and complete a transfer form from the school. Please remember, principal must approve all purchase request.

Disposition

- Each CTE purchased equipment item or set of items no longer needed must go through the Disposition process before being discarded. The following criteria is used as a guide to discard equipment and is also listed on the Equipment Disposition template provided in the “Teacher” page of the DD2 CTE webpage. www.dorchesteradvance.com
- The following are the criteria listed on the Equipment Disposition template:
 - Transfer item to a CTE course within the District/Center (Identify School/Course)
 - Transfer item to a CTE course in another District/Center (Identify School/Course)
 - Not needed for CTE: Sell/dispose of item–Use any LEA proceeds for CTE programs (Current Item Value < \$5,000)
 - 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*
- When the appropriate option has been decided about the equipment using the criteria above, the teacher/administrator will complete the official template provided by the Office of Career and Technical Education and submit to the district CTE office.
- Communication and coordination of the removal of the equipment will be discussed after the template is submitted and approved.

Conference/Field Trip Forms

- Paperwork needs to be approved prior to the conference/field trip/event taking place.
- Each participant requesting to attend a conference should complete and sign a “Request to Attend Official Meeting/Field Trip” form. Be sure to attach Agenda/Meeting Notice. Please use the most up to date form found in CTE Teams.
- Be sure to include expenses for registration, travel, lodging, and Sub pay.
- Request reimbursement of meals from building principal prior to attending your meeting
- Secure your principal’s approval (signature) to attend a conference, workshop, and/or fieldtrip.
- Send “Request to Attend Official Meeting/Field Trip” form to Sue Stempert, District Office for processing. *Be sure to attach Agenda/Meeting Notice.*
- **Upon approval**, the “Request to Attend Official Meeting/Field Trip” form(s) will be returned to participants for your record.
- Complete the registration process and send copy of Conference Registration Form to Sue Stempert along with a Purchase Order Request Form signed by your principal.
- **Individual Registration. Complete your registration.** Once registered for the conference, make hotel reservations (if needed) and send a **copy of the Hotel Confirmation to Sue Stempert** so she can send district credit card authorization to vendor.
- **Group Registration. Complete your registration.** If you are traveling **as a group**, you will submit registration information to Sue Stempert. All registration forms for group will be collected by CTE office for processing. Examples of group travel will include annual meetings such as the School Counselors State Conference, State Approved District Student Organizations, and the Education Business Summit.
- Complete a Reimbursement Statement for allowed reimbursable expenses **within 10 days of return (Meals not included)**. Agenda (1-2 pages) showing workshop name, location and inclusive dates must be attached to the reimbursement form. An invoice from the hotel must also be attached with agenda, if overnight stay was required. Forward these items to Sue for processing.

Additional Notes:

- All employees are expected to be frugal and remain cognizant of the public accountability when traveling at the district’s (CTE) expense. Also, be reminded that it may take **up to 15 working days** for reimbursements.
- While traveling district employees are required to use the most economical mode of transportation, if traveling with another district employee, reimbursement will be given only to the driver for mileage.
- An expense not covered by CTE is food.
- CTE only provides one means of transportation. Meaning if you travel and airfare is paid for – rental car will not.
- Training accommodations – if they are on site, you will need to stay on site.

Reimbursement Form

- Submit your reimbursement form to Sue Stempert. Please use the latest edition found in CTE Teams.
- Include the agenda from the meeting/conference. The agenda must include date, location, and name of event.
- Your Principal does not need to sign this document.
- Account numbers will be provided at the District Office.
- Processing takes approximately 2 weeks once finance receives the form
- Remember food is not reimbursable through CTE funds.
- Mileage is calculated using your school as the beginning and ending point.