

# TWIN RIVERS CAREER & TECHNICAL EDUCATION AREA

P.O. Box 1266, Vincennes, IN 47591

812/882-0801

[bsmall@twinriversarea.org](mailto:bsmall@twinriversarea.org)

fax 812/882-0802

September 12, 2016

**TO: CAREER & TECHNICAL EDUCATION INSTRUCTORS**

**FROM: Brandon Small, Career & Technical Education Director**

**RE: Equipment Requests FY 17 Funds (Perkins)**

Please read this memo carefully if you plan to request funds for new technology. Do not hesitate to call the office if you have questions (812/882-0801).

Perkins funds are to be used to improve the quality of your career & technical education program for the benefit of the students and to reflect current industry usage. The Perkins objective to *'Improve and Expand Technology'* is for new technology that will assist the student in securing skills. Funds are not for maintenance or replacement of a similar item. It is suggested you work with other CTE instructors in your school to request items. Your advisory committee will need to recommend your selection to receive funding.

Videos are considered a teaching aid, not equipment.

## **PLEASE NOTE:**

- The requests are to be in the Twin Rivers office no later than ***Friday, November 11<sup>th</sup> at 11:00 a.m.*** Fax copies are sometimes very difficult to read so do not fax your request
- If requesting from more than 1 supplier, complete a separate 'Request Form' for each supplier
- To assist in the review process, number your items in order of importance. Number 1 being the most desired item; the higher the number indicates less importance to you, regardless of the number of suppliers and items requested *only one item should be listed as #1.*

Your assistance and support of this is greatly appreciated. Again if you have questions or concerns, contact the office.

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## EQUIPMENT REQUESTS SUMMARY FY 17

### TIMELINES:

- All requests must be received in the Twin Rivers office by **November 11<sup>th</sup>**
- Requests will be reviewed by Director as soon as they come in
- Approved requests will be ordered as funds are available

### GENERAL POINTS TO REMEMBER:

- Advisory committee member list and minutes that support the purchase are to be included with the request
- Requests should be for \$50.00 or more
- Prioritize your requests (most desired item as # 1). You should have only one #1 item.
- Include shipping and handling. Additional funds will not be allotted later to cover those costs
- ***Type or print*** your request. We must be able to read your request.
- Provide all needed information on request. We may not know the vendor's address or contact office and therefore cannot order your item.
- Be careful of items only accessible via internet. Sometimes they are not as presented and cannot be returned.
- Complete a 'Request Form' for each supplier
- Talk with others in your school. Is there an item you can share? These requests will receive higher consideration
- For higher cost items, is your school willing to assist in the purchase
- Keep a copy of your request with support information (catalog, price quotes, addresses, contacts)

### REQUESTS WILL BE EVALUATED BASED UPON:

- Documentation of active advisory committee
- Minutes noting the advisory committee recommendation for the items
- Completed request with all information needed
- Item is a totally new type of equipment for area or a revised version with improved technology
- Ranking of program – high labor need, high wage, etc
- Justification and availability
- High usage of item(s)
- Necessity for area instruction or a bonus item