

TWIN RIVERS CAREER & TECHNICAL EDUCATION AREA

P.O. Box 1266, Vincennes, IN 47591

812/888-7030

bsmall@twinriversarea.org

TO: CAREER & TECHNICAL EDUCATION INSTRUCTORS

FROM: Brandon Small, Career & Technical Education Director

RE: Equipment Requests Perkins Funds

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 (812/888-7030).

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.

EQUIPMENT REQUESTS SUMMARY

TIMELINES:

- All requests must be received in the Twin Rivers office by due date
- 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

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- 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.
- Talk with others in your school. Is there an item you can share? These requests will receive higher consideration
- 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
- Documentation of Course Syllabus to CTE Director
- 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