

CTE Budget Guidelines

- Enter requests for purchases in the [Google form](#)
- Plan ahead – at least 2 weeks in advance is ideal.
- Be specific with the description and quantity of the items being ordered. Include item numbers when possible.
- Include shipping charges in your total.

Items that will not be approved:

- Food for Club Meetings
- Professional Organization Dues (but you should belong to one! I would recommend CTAT.)
- No Gift Cards
- Club/Class T-shirts
- Our district has a "nut free" policy across the board due to airborne allergies. We need to immediately do away with cooking with any of these products in culinary in order to be in compliance with district policy.

Budget Deadlines

- Christmas Break – 50% Spent
- Spring Break – 100% Spent (All PO's including supplies and conferences - NO EXCEPTIONS)

Open PO's

- Do **NOT** exceed the requested amount. If your requisition is for \$300, do not exceed \$300. If \$300 is exceeded, you will need to return items or pay for them out of your activity account with principal approval.
- Must have a PO # before purchase. PO's will not be signed for approval after a purchase is made.
- All receipts must have the teacher's name that made the purchase on them along with the PO# and are required to be turned in to the bookkeeper within 3 days of purchase.
- Credit cards & receipts must be returned to the CTE bookkeeper within 3 days. Teachers failing to return both credit cards & receipts within 3 days will not be approved for open PO's for the remainder of the year.

- No single item over the price of \$500 should be purchased on an open PO. These items should be itemized within a requisition as they are considered fixed assets.
- Do not share credit cards. If you check one out, you should be the only one that uses it. You are responsible for all charges when the card is checked out to you.

Group Budgets

- Each group will have a shared budget.
- Each group needs to appoint a budget manager to keep track of the cluster budget. Budgets will not be disseminated to the cluster in the fall until after this person is appointed.
- This shared spreadsheet needs to be kept up to date so everyone in the cluster knows exactly how much has been spent and how much is left in their shared budget. This information is required for requisitions.
- If your group runs out of money, you will need to use your activity account for any additional supplies. Budgeting and communication within your group is essential to make sure you do not run out.

Travel

- Items that will not be reimbursed:
 - Valet Parking (if self parking is available)
 - Pet Fees
 - Room Service
 - Movies
- Travel forms must be originals signed in colored ink.
- Advance travel forms require MapQuest printouts for mileage and hotel confirmations.
- Final travel must include a hotel receipt and is due within 3 days of returning from a conference.
- The district does not pay state tax. Be sure to take a state tax exempt form to the hotel. They can be found in the LiveBinder. Check your final hotel bill to ensure state tax is not charged. If it is, have the hotel remove it and issue a new bill **BEFORE** you leave the hotel.
- Receipts are not required for food.

Donations to CTE

- We have a very supportive community and occasionally we will be contacted by a member of the community wanting to make a donation to one of our programs. We are very grateful for all donations but must also take necessary steps with the finance department.
- A [donation](#) form needs to be filled out and submitted to CTE Director Suzi Mitchell.
- Donated items should only be accepted after the donation form is signed by the Superintendent or his designee &/or the school board.
- All donations to CTE will be the property of the department and will be considered fixed assets and added to the district inventory system.