



K-12 Strong Workforce Program

CAPITAL OUTLAY REQUEST FORM FOR PRE-APPROVAL

Document General Instructions

Attach this form to a quote for the requested item to be purchased. Email the completed form and the quote to the regional K-14 Technical Assistant Provider and the K-12 Strong Workforce Program Fiscal Agent representative.

Position	Name	Email
K-14 Technical Assistant Provider	Michael Sacoto	Sacoto Michael@rscdd.edu
K-12 SWP Fiscal Agent representative	Vanessa Palomares	Palomares Vanessa@rscdd.edu

LEA and Equipment Information

LEA Name:		Fiscal Year Allocation:	
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Select School Type:

112 State Special Schools		131 Secondary Schools or COE		132 Adult COE/ROP or Community College	
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Capital Outlay is defined as any single item purchased of \$5,000.00 or more. The purchase must meet all the requirements listed below. Check the box to confirm purchase meets requirement.

Check all that apply:

Directly aligns to the goals of the awarded K-12 Strong Workforce Program project	
Directly aligns to the objectives of the awarded K-12 Strong Workforce Program project	
LEA has consulted with their K-12 Pathway Coordinator to ensure project alignment	

Provide information on LEA and the item being purchased in the following fields:

LEA Street Address:			
City		Zip Code:	
Phone:		CTE Coordinator:	
CTE Teacher:		CTE Credential:	
Industry Sector		Career Pathway:	
K-12 SWP Project Name:			
CTE Equipment Name:			
LEA Housing Equipment:			
Cost of Item #1:			
Is total cost split funded?	Yes		No



Amount of Perkins:		Amount of CTEIG:	
Amount of College SWP:		Other Funding Streams:	

Provide a detailed description of equipment purchased:

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Provide a detailed description of how this equipment meets the goals and objectives of the K-12 awarded Strong Workforce Program project:

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List the sequence of courses the equipment being purchased will be used for:

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Using CTE Technical Standards, identify the skills attainment this equipment will provide to CTE students:

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FOR RSCCD USE ONLY:

Signature:		Date:	
Printed Name:			
Title:			

