Career and Technical Education
Individual Item Description and Justification Form
(This form is to be used for each resource/item to be purchased)

Resource/Item to be purchased:			
In what course(s) will this resource/item be used?	**Course(s):** **Teacher(s):**		
Budget Category of this purchase:	o **Industry Based Certification (including practice test)** o **Consumable Supplies** o **Non-Consumable Supplies, equipment, and other instructional resources necessary for individual students to participate in CTE.**		
Cost of this purchase:	**Quantity Requested**	**Cost Per Item**	**Total Cost**
Justification: In this section, describe how this item will be used to improve CTE skills, dual enrollment opportunity, and/or Industry Based Certification at your school site and/or in this specific course/program area. If a quantity of more than one is requested – explain why. Thank you for considering my request.			

I verify that the above requested resource/item is a need of the CTE program at my school and that if approved will be purchased and used to support the justification provided. If the individual cost of this request is over $1000.00, I understand that I must get a minimum of three (3) quotes with the reimbursement request.

Principal: _____ Date: _____