



**EQUIPMENT AND INSTRUCTIONAL MATERIALS**  
 DEPARTMENT OF CAREER AND TECHNICAL EDUCATION  
 SFN 15263 (9-2019)

State Capitol 15<sup>th</sup> Floor  
 600 East Boulevard Ave Dept 270  
 Bismarck ND 58505-0610  
 Phone: 701-328-3180  
 Email cte@nd.gov

Local Education Agency/Consortium Name			Telephone Number		
Address		City	State	ZIP Code	Email Address
LEA where equipment will be located			Source of Funds <input type="checkbox"/> Perkins (Federal) <input type="checkbox"/> State <input type="checkbox"/> Other _____		
School Year July 1, _____ to June 30, _____		Title of Program/Project		Service Area	

Requested Items (Section A)					Purchased Items (Section B)				
Identify Equipment and Instructional Materials	Qty	Unit Cost	Total Cost	*State Use Only		Qty	Serial Number	Date Items Received	Actual Cost
				Yes	No				
<b>Total</b>				<b>Total</b>					

<b>Section A: Signature of LEA Requestor</b>			<b>Section B: Signature of LEA Purchaser</b>		
Name of Person Completing Section A	Title	Date	Name of Person Completing Section B	Title	Date

<p><b>*Key</b></p> <ol style="list-style-type: none"> <li>1. Funds not available.</li> <li>2. Does not meet program objectives.</li> <li>3. Does not meet equipment policy.</li> </ol>	<p>The above named persons certify that the information submitted is factual, complete and can be substantiated with invoices on file in the business manager's office. They assure that all invoices will be retained and an equipment inventory will be maintained locally for auditing purposes in accordance with state and federal regulations and other policies and procedures set forth by the State Board for Career and Technical Education.</p>
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