

# PROPOSAL FOR EXPENDITURE

## Career and Technical Education

(To be completed only if requested by the Dept Chair or CTE Office)

Teacher: \_\_\_\_\_ Course: \_\_\_\_\_ Date: \_\_\_\_\_

Room No.: \_\_\_\_\_ Campus: \_\_\_\_\_

### Equipment/Training/Travel Requested:

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### Proposal:

How will this expenditure request be used in your CTE course? How will it benefit students?

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TEKS: \_\_\_\_\_

Skill Attainment (which license/certificate): \_\_\_\_\_

Estimated Amount of Expenditure: \$ \_\_\_\_\_

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Teacher's Printed Name	Teacher's Signature	Date
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Department Chairperson Signature	Date
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CTE Representative Signature	Date
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CTE Approved: \_\_\_\_\_ CTE Denied: \_\_\_\_\_

**Teacher:** Please sign, date, and submit the original Proposal for Expenditure form to your Department Chair; keep a copy for your records. If the expenditure is for training/conference, please submit a brief summary of your experience explaining new information to the CTE Coordinator upon your return so that your information may be shared with other teachers.

**Department Chair:** Please submit the signed, original Proposal for Expenditure to CTE Coordinator. CTE Department will return the original to the Department Chair with either "Approved" or "Denied" checked.