
Please submit this completed form, documentation of equipment specifications and ordering information to the Minnesota Department of Education (MDE), Career and Technical Education (CTE) office at mde.cte@state.mn.us.

Date: Perkins Consortium:

Secondary Perkins Contact:

District Number: School Building: Room:

Licensed CTE Teacher Name: Folder Number:

Please consult the approved program database found on the MDE website to correctly identify the program and course(s) associated with this request: <https://education.mn.gov/MDE/dse/cte/progApp/>

CTE Approved Program Code: Course Code(s):

2nd Approved Program Code: Course Code(s):

Equipment Description/Special Expenditure Request:

Total Equipment/Expenditure Cost: \$ Total Consortium Expenditure: \$

Is this equipment identified in your consortium Perkins plan? Yes No

If yes, where can this information be found?

Briefly describe how this expenditure supports career and technical education within your CTE courses.

Add required attachments (Ex: price quote, product specifications)

Please select "yes or no" for the following statements regarding the requesting consortium.

Yes No this purchase supports a state-recognized program of study identified in your consortium plan.

Yes No the course receiving equipment offers postsecondary credit.

Yes No this expenditure was funded previous years.

If yes, explain funding source:

Yes No this expenditure is supported by matching funds.

If yes, list percent and source of outside funds:

MDE Program Specialist

Date

MDE Program Specialist

Date