

OKLAHOMA DEPARTMENT OF CAREER AND TECHNOLOGY EDUCATION
EQUIPMENT REIMBURSEMENT REQUEST

In order for the Oklahoma Department of Career and Technology Education to reimburse your institution for equipment purchases, please have this form properly completed. Attach copies of paid invoices and submit to the appropriate occupational division for approval.

Name of School _____ Instructor _____

Item	Program Name	Description (Include brand, model #, type and size of equipment)	Amount
<i>Example</i>	<i>Agriculture</i>	<i>IBM PS/2 Model 55 Computer System</i>	<i>\$5,000.00</i>
1			
2			
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10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20		Total	

Contact Person: _____ Phone: _____
(Please print)

Contact Person: _____
(Please sign)

ODCTE Division Approval: _____
(Please sign)