



## **FY08 Allowable/Non Allowable Expenditures**

Being responsible for federal funds and resources is a serious obligation. By acceptance of this role, a Tech Prep Coordinator accepts the responsibility for planning and processing expenditures to carry out the operations of the consortium for the entire fiscal year and staying within the budget limits of the account.

A coordinator is not authorized to expend beyond the approved budget limits of the allocation nor may a coordinator obligate the Oklahoma Department of Career and Technology Education for any purchase of goods or services. The coordinator is accountable for all expenditures within the account.

In an effort to provide guidance, but not a rigid structure, for the use of Tech Prep funds state staff has developed this guide.

Tech Prep is a strategy for innovation and expenditures should relate to the overarching goal of Oklahoma Tech Prep, ***“Increase the number of Oklahoma CTE students who complete high school with college credit, pursue and complete a post-secondary credential, an industry recognized certificate or degree and are employed in the field in which they were prepared.”***

- How can I justify the need?
- Does the expenditure help achieve my consortiums strategic plan?
- Does the expenditure support the career majors of my consortium?
- How can I coordinate with other school improvement initiatives?
- Will the expenditure raise CTE student achievement in my consortium?
- Will the expenditure help students earn college credit?
- What will be my return on investment?

Ask yourself these questions as a guide for Tech Prep expenditures. When in doubt if expenditure is allowable, please check with ODCTE staff.

## FY 08 Allowable Tech Prep Expenditures

Note: The following are the approved Tech Prep expenditure categories and examples of the activities that may be included in each category.

### Object Series 100 & 200

#### Salary & Benefits

Salary and benefits for a part-time or full-time consortium coordinator *not to exceed 50% of consortium's base federal Tech Prep allocation*. Time and effort reports must be maintained if the coordinator's time is split between Tech Prep and another federal project or a local project. If coordinator performs only Tech Prep activities and funding is split between the Tech Prep federal grant and local funds, no time and effort reporting is required.

Salary and benefits for a part-time or full-time consortium secretary to help set-up and monitor the consortium budget, prepare reports on program activities, prepare and monitor purchase orders, provide clerical support, etc. *Must be charged as an administrative expense and therefore is limited to 5% of the consortium's federal Tech Prep allocation*. Time and effort reports must be maintained if the secretary's time is split between Tech Prep and another federal project or a local project. If the secretary performs only Tech Prep activities and funding is split between the Tech Prep federal grant and local funds, no time and effort reporting is required.

#### Stipends

Stipends for staff off regular contract (during the summer) to develop program articulation agreements, course competencies, etc.

Stipends for secondary/postsecondary staff off regular contract (during the summer) to plan, develop, align, integrate and implement new or enhanced academic, occupational/technical instruction or courses.

### **Substitute Salaries**

Substitute salaries not to exceed the recommended school district rate, which may vary from \$40 to \$100 depending on the demand and geographic region of the school district. Applicable when:

- Secondary/postsecondary faculty to review course competencies, identify equivalent courses, complete the articulation process and develop student materials on advanced standing opportunities.
- Secondary faculty or staff to develop integrated/articulated curriculum materials, develop pathway course selection guides by career cluster area, design student/parent advising guides, etc.
- Secondary faculty to develop/adapt materials which incorporate advisement and work-based learning activities as part of the curriculum (e.g., co-op, shadowing mentoring, career practicum service learning, volunteer activities, Teachers as Advisors, etc.)

### **Extra Duty Contracts**

Extra duty contract pay for Tech Prep site implementation activities

## **Object Series 300**

### **Professional Services**

Consultant services to assist secondary and postsecondary staff directly involved with Tech Prep curriculum activities.

Consultant services to conduct professional development directly related to Tech Prep implementation.

## **Object Series 400**

### **Purchased Property Services**

Office space rental for the Tech Prep coordinator. *Must be charged as an administrative expense which is limited to 5% of the consortium's federal Tech Prep allocation.*

## Object Series 500

### Other Purchased Services

Printing expenses which may include:

- Materials for students, parents, and others that would implement the Tech Prep curriculum; implement career exploration activities and disseminate career information targeted by the Tech Prep curriculum; and explain job placement opportunities and postsecondary program opportunities.
- Student advisement guides, articulation handbooks, career related materials, consortium brochures, etc.

Postage expenses involved in operating the Tech Prep coordinator's office.

Telephone expenses involved in operating the Tech Prep coordinator's office.

Travel expenses for participants directly involved in Tech Prep career clusters/pathways implementation to attend appropriate State and/or National conferences. Travel expenses, including meals/per diem/registration, lodging, and mileage, to be paid according to the fiscal agent's policies and approved rates. ***Out-of-state travel must be pre-approved by the State Tech Prep Office.***

## Object Series 600

### Supplies

- Instructional materials, books, and supplemental materials (print, video, software) to implement integrated contextual/applied learning for grades 7-12 in both CTE and academic classrooms directly involved in the Tech Prep clusters/pathways.
- Materials to assist secondary and postsecondary staff directly involved with Tech Prep curriculum activities.
- Materials to conduct professional development directly related to Tech Prep implementation.
- Career guidance and counseling materials (print, video, software) to assist 7-14 grade students understand career opportunities associated with the Tech Prep program.
- Instructional materials for special needs students to help ensure their success in Tech Prep coursework.
- Materials for students, parents, and others that would implement the Tech Prep curriculum, implement career exploration activities and disseminate career information targeted by the Tech Prep curriculum, and explain job placement opportunities associated with the Tech Prep program.
- Light refreshments such as coffee, soft drinks, and snacks (no meals) for small working meetings.

## Object Series 700

### Property

All equipment purchases must be *pre-approved* by the State Tech Prep Office. The State Tech Prep Office defines equipment as any one item with a cost of \$250 or more.

## Object Series 800

### Other Objects

Membership dues for the National Career Pathways Network (NCPN), formerly known as National Tech Prep Network (NTPN) and the National Association of Tech Prep Leadership (NATPL) and the *Pre-approval is required for membership dues.*

Registration for conferences/meetings where more than 75% of the total program is directly related to Tech Prep.

## **FY 08 Non-Allowable Tech Prep Expenditures**

The following expenditures are **not** allowable uses of Federal Tech Prep funds:

1. Hiring of staff other than the coordinator and secretary.
2. Using funds to supplant existing activities or salaries.
3. Paying stipends to secondary/postsecondary faculty or counselors currently under contract to participate in in-service sessions, institutes, workshops, or other professional/staff development activities.
4. Using funds to purchase “incentives” for students who improve their academic performance (i.e., sports tickets, dinner coupons, etc.).
5. Using funds to directly benefit a specific student (i.e., student organization registration)
6. Promotional or public information materials (t-shirts, coffee mugs, etc.).
7. Using funds to provide students with “stipends” for participating in summer programs, career exploration camps, tuition or other related types of activities.
8. Using funds to attend conferences/meetings where less than 75% of the total program is directly related to Tech Prep. For example, funds are not to be expended for secondary and postsecondary teachers, counselors and administrators to attend their professional (discipline) organization activities that they normally would be expected to attend.
9. Using funds for banquets, breakfast, luncheons and dinner.
10. Remodeling or capital improvements to facilities.
11. More than 50% of Tech Prep funds used for coordinator salary and benefits.
12. Exceeding 5% of the consortium’s federal Tech Prep allocation for administrative costs.
13. Any dues for a lobbying organization.
14. Forming a consortium with less than a \$50,000 consortium total. A consortium contribution must be added if the federal Tech Prep allocation is less than \$50,000. The consortium contribution can be in the form of office space for the coordinator or providing a portion of the coordinator’s salary/benefits.