



Program incentive money (412) is provided by the Oklahoma Department of Career and Technology Education for Business, Marketing and IT Education (BMITE) programs to spend on technology needed for a CareerTech program – \$12,933 per year for Business and IT programs and \$6,227 for Marketing programs. Incentive money is disbursed quarterly to schools in September, December, March and May.

A 412 Itemized Expenditure Report must be submitted by September 1st to BMITE that identifies how 412 money was spent the previous school year. It must be coded as 316 for BITE programs and 312 for Marketing programs.

A \$2,200 salary supplement (411) is provided to augment the salary of a *CareerTech* instructor for additional time needed to fulfill CTE requirements (i.e. BMITE Teacher Academy, Oklahoma Summit, BPA/DECA chapter activities, program evaluations, CareerTech reports). 411 funds are disbursed in December and May.

Purchases Allowed

Funds can be used for equipment, software, curriculum, resources, and professional development. Purchases must be placed/used in the classroom of the funded program. Examples of items that can be purchased:

- Computers, iPads, tablets, and other technology appropriate for the program
- Printers, projectors, smartboards, GPS devices, graphics tablets, drones
- Software, curriculum, and instructional websites/platforms
- Instructor professional development (registration, travel, lodging, meals) including BPA/DECA conferences
- Supplies (printer cartridges, toner, paper, etc.)
- Student BPA/DECA \$400 affiliation fee (covers 20 secondary BPA/DECA and 25 mid-level BPA). Additional membership paid with activity account (BPA secondary is \$20, BPA mid-level is \$16, and DECA is \$20). Note, fill out school PO at the beginning of the school year for participation in Fall Leadership Conference.
- CTSO curriculum materials

Purchases NOT Allowed

- Desks/Chairs (furniture)
- Purchases for other teachers or classrooms
- Purchases for common use (i.e. large monitor/screen for commons area, school computer labs, printers or other equipment for use in another area, etc.)
- Student BPA/DECA registration or travel to activities/events
- Fundraising supplies for BPA/DECA (includes school stores)
- Substitute teacher pay (except when instructor is participating in CareerTech activity)
- Normal classroom expenditures (utilities, fixtures, repairs, carpeting, etc.)

Replacing Equipment

If you are replacing equipment, follow your school policy on disposing of old equipment. A school may move old equipment to other teachers/classrooms, preferably a CareerTech program if possible, as long as it is no longer needed in the program.

Suggestions

- Work with principal/encumbrance clerk on the process for requesting purchases. Determine final date for submitting P.O.'s – many schools have a spring deadline.
- Make a three-year program strategic plan to identify how funding will be spent.
- All program funds should be spent each year to maintain program quality. If funds are not spent (at least 90%), the school will be contacted to determine how funds are being utilized.
- If a school is not allowing access to program funds, we can provide guidance for administration.
- If you have questions about a potential purchase, contact the BMITE office.