

- Incentive money is what the Science, Technology, Engineering and Math (STEM) Division of the Oklahoma Department of Career and Technology Education provides for your program to spend on technology and supplies. Currently, the amount is \$9101 (subject to change) per year for full-time funded programs. Incentive money is divided into quarterly payments (September, December, March and May) that are sent to your school.
- This money is for you and your program only! It cannot be shared with other teachers or programs.
- A 412 Expense Report must be submitted to our office each year that identifies how the incentive money has been spent for your program. Funds are paid quarterly to school in September, December, March and May.
- An additional \$2,200 (411) is provided to the instructor for salary supplement for full-time funded programs (CT Extra Duties) Funds are paid to school in December & May.

Items that can be purchased with Incentive Money

Funds can be used for equipment/technology, curriculum, resources, and professional development. All must be used/placed in the program being funded. Following are some examples of items that can be purchased:

- Computers for students or instructor
- Printers, Projectors, Smartboards, GPS devices, Graphics tablets
- iPads and tablets
- Other computer technology devices
- Software
- Curriculum
- Professional Development for the instructor (includes registration, travel, hotel, meals)
- Supplies for your program (ink, paper, etc...)
- Websites used in the classroom (Lynda.com, SimpleK12, etc.)
- Registration and travel for you to TSA conferences (does NOT include students)
- TSA Affiliation Fee (Blue CAP only) <http://tsaweb.org/membership/affiliation-and-dues>

Items that can NOT be purchased with Incentive Money:

- Desks/Chairs (furniture)
- Computers and software for other teachers or classrooms
- Purchases for another *CareerTech* program (FACS, Ag, etc.)
- Purchases for common use (i.e. Large monitor/screen for commons area)
- Student TSA registration or travel to activities/events (including fuel)
- Fundraising supplies for TSA
- Printers or other equipment for everyone to use (needs to be for your classroom use only)
- Supplies for other teachers or programs
- Extra *CareerTech* pay
- Normal classroom expenditures (utilities, fixtures, repairs, carpeting, etc.)

Replacing equipment:

If you are replacing equipment (ex. computers), it is up to you what you do with the old equipment. Your school may give it to other teachers or classrooms (Help other *CareerTech* programs if possible).

Suggestions:

- Visit with your principal/financial secretary to find out what the process is to request things. Make sure you find out the final date for submitting P.O.'s – many schools have a spring deadline for submission.
- Make a strategic plan on what you would like to do with your program (money).
- If your school is not allowing you to access this money or if they are spending it elsewhere, we can provide guidance for your administration.