



Franklin County  
Regional Delivery System  
Regional Office of Education #21 (Fiscal Agent)



## Perkins and CTEI Grant Timeline FY24 (July 2023-June 2024)

**August 2023/Capital Outlay** – You will receive your approved items from the listing above. You will also receive a purchase order document to fill out for each capital outlay item that was approved. Please complete the ROE#21/FCRDS PO in detail and return to the FCRDS/ROE#21 Accounting Department at [across@roe21.org](mailto:across@roe21.org). (\*See Purchasing Process for details)

**September 2023/Capital Outlay** – FCRDS/ROE#21 will make the purchases using the PO completed by your district. The items will be shipped to you at your school. FCRDS will then come and tag your items for inventory system entry. (\*See Purchasing Process for details)

- **Capital Outlay Note:** To lessen the burden on districts, a procedure update, beginning FY24, has been developed. FCRDS/ROE#21 will make all purchases of items that exceed \$500 each (Capital Outlay) in September each year.
- **August-December/Supply** – In August each district will receive a Spending Plan based on Grant Approvals and ISBE guided allocation. In accordance with grant guidelines, please start making your supply purchases as soon as possible. Grant guidelines state that funds are to be used to support CTE programs for the current grant year. Therefore, Reimbursement requests for 50% Instructional Supply Purchases, per funds allocated in your District Spending Plan, are due prior to district Christmas Break. The final reimbursement request deadline for instructional supply reimbursements, purchased after Christmas Break, is May 1st.

**February 2024/Partial Salary Reimbursement** – A portion of CTE Instructor Salary Expense is reimbursable to each H.S. district as a portion of your ISBE CTEI Allocation. Refer to your District Spending Plan for allotment. In February, the FCRDS/ROE#21 Accounting Department will reach out to your business office and request an expenditure report as required documentation of CTE Salary and Benefit Expenses paid from August – January. Once reports are received, payment will be processed to each district.

**May 2024/Capital Outlay** – In preparation for June grant writing for the upcoming fiscal year, you will receive a request to submit a plan of next school year's CTE Capital Outlay (items that cost \$500 or more). Capital Outlay Budgets will need to be returned to the Accounting Department, Alison Cross at [across@roe21.org](mailto:across@roe21.org), **before May 15<sup>th</sup>**.



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## Perkins and CTEI Grant Purchasing Process

FCRDS will order and purchase **ALL capital outlay instructional inventory on behalf of consortium-member districts. Reimbursement processes for instructional supplies will remain the responsibility of the member district.**

**Capital Outlay:** FCRDS will purchase ALL Capital Outlay items included and approved in the 2023-2024 Perkins/CTEI grant application. Refer to District Spending Plan for updated information regarding items included in the grant application.

1. FCRDS will share each District Spending Plan upon grant approval. Items over \$500 each (Capital Outlay) will need a ROE#21/FCRDS PO completed. PO's will be included in each District's Spending Plan but can also be found on the ROE#21 website: roe21.org. PO's are due by September 1<sup>st</sup>. FCRDS will use the PO's to order and purchase the approved spending plan items on behalf of consortium members.
2. FCRDS will collect expense/purchase documentation required by Perkins/CTEI and will pay vendors directly.
3. FCRDS will work with the district to set up a time for the items to be tagged and added into the FCRDS inventory system.
4. Neither reimbursement form nor supporting documentation is required from member districts for Capital Outlay items purchased by FCRDS.

**Supplies:** Districts are responsible for ordering and purchasing instructional supplies. Refer to your District Spending Plan for funding budgets. Funds should be spent, in their entirety, early in the school year per grant guidelines.

1. After purchases are made, the district will submit a reimbursement form (included in your District Spending Plan and can also be found on the ROE#21 website: roe21.org) along with detailed receipts and proof of payment. (Please submit reimbursement's as soon as possible after purchases are completed.) Reimbursement Form and documentation will be submitted to Alison Cross @ [across@roe21.org](mailto:across@roe21.org) or 901 Public Square, Benton, IL 62812.
2. FCRDS will process approved reimbursements to the district within 30 days.

### Capital Outlay and Instructional Supply Reimbursement Schedule

- Reimbursement requests for **50%** Instructional Supply Purchases, per funds allocated in your District Spending Plan, are due prior to district **Christmas Break**. The final reimbursement request deadline for instructional supply reimbursements, purchased after Christmas Break, is **May 1<sup>st</sup>**.
- Capital Outlay PO's must be submitted prior to **September 1<sup>st</sup>**.

Contact, Alison Cross: [across@roe21.org](mailto:across@roe21.org) or 618-438-9711,  
if you have any questions or if you are unable to locate your shared District Spending Plan with the updated information regarding your district's approved instructional capital outlay and supplies.