

Perkins and CTEI Grant Timeline FY26 (July 2025 - June 2026)

August 2025/Capital Outlay – Your approved items will be listed on your spending plan. You will 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. (*See *Purchasing Process* for details)

September 2025/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 the 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 **April 15, 2026**.

January 2026/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 January, 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.

April 2026/Capital Outlay & Services – In preparation for June grant writing for the upcoming fiscal year, you will receive a request to submit a plan for next school year's CTE Capital Outlay (items that cost \$500 or more) and Services. This will need to be returned to the Accounting Department, Alison Cross at across@roe21.org, **before May 15th**.

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 2025-2026 Perkins/CTEI grant application. Refer to the 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 1st. 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 also available on the ROE #21 website at roe21.org). An online reimbursement form option is now available on the same website for added convenience. All submissions must include detailed receipts and proof of payment. Please submit reimbursements as soon as possible after purchases are completed. Reimbursement forms and supporting documentation should be submitted to Alison Cross at across@roe21.org or mailed to 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 the district's **Christmas Break**. The final reimbursement request deadline for instructional supply reimbursements, purchased after Christmas Break, is **April 15th**.
- Capital Outlay PO's must be submitted prior to **September 1st**.

Contact, Alison Cross: 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.