



**REIMBURSEMENT REQUEST FOR APPROVED CAREER EDUCATION EXPENDITURES**

**INSTRUCTIONS:** FV-2 MO 500-1303 form and supporting documentation **must be sent electronically** to the appropriate Section/Career Technical Education (CTE) program email in the box below. Do not mail hard copies.

Agriculture Education	<a href="mailto:Dese.ag@dese.mo.gov">Dese.ag@dese.mo.gov</a>
Business, Marketing and Information Technology	<a href="mailto:Dese.bmit@dese.mo.gov">Dese.bmit@dese.mo.gov</a>
Family Consumer Sciences and Human Services (including Child Development Associate (CDA) Grant)	<a href="mailto:Dese.fcs@dese.mo.gov">Dese.fcs@dese.mo.gov</a>
Technology, Engineering and Skilled Technical Sciences	<a href="mailto:Dese.ths@dese.mo.gov">Dese.ths@dese.mo.gov</a>
Health Sciences	<a href="mailto:Dese.health@dese.mo.gov">Dese.health@dese.mo.gov</a>
Displaced Homemaker, College and Career Consultants, Jobs for America's Graduates (JAG), GMM Inc, Technology Centers That Work (TCTW) Grant and Career Education Student Services	<a href="mailto:webreplyvae@dese.mo.gov">webreplyvae@dese.mo.gov</a>

1. The certification section must be signed by the Grant Chief Administrator and dated prior to sending it to the State Office for approval.
2. A separate FV-2 form must be submitted for each program or service area and each type of program.
3. Only those items having prior approval on the FV-4 application may be claimed for reimbursement.

**County-District Code:** Enter the county-district code used by the Office of College and Career Readiness for payment purposes.

**Local Education Agency (LEA):** Enter the official name of the school district/institution of higher education, the mailing address, city, and zip code.

**Grant Chief Administrator Email:** Enter email address of the individual responsible for submitting this grant.

**Program Codes and Description of Program:** A separate FV-2 must be submitted for each program or service area and each type of program. Select the program and type from the options in the drop-down boxes.

**Date Purchased -- Column (1):** This is the date of obligation by written purchase agreement (purchase order, letter, or contract). Expenditures for the acquisition of equipment, supplies, teaching aids, etc., will be considered as expenditure in the fiscal year in which the funds were obligated by a purchase agreement or legal contract.

**From Whom Purchased -- Column (2):** This is the vendor or person with whom the agreement is made.

**Description of Item -- Column (3):** This should be a short identifying statement of the item, service, activity, etc. Detailed descriptions, serial numbers and other information should be outlined on the invoices supporting the transaction.

**DESE Use Only-- Column (4):** Do not complete.

**Expenditure -- Column (5):** This is the amount paid for each item described. Show deductions on invoices for discounts, credits, and other memos. Freight costs are considered as part of the equipment expenditure. Only items approved on an FV-4 may be reimbursed. An equipment item is a unit of furniture, an instrument, a machine, an apparatus or a set of articles which does not meet the criteria of being a supply. Supplies are those items which (1) are consumed in use; (2) lose their shape or identity with use; (3) are expendable, that is, it is more feasible to replace it than repair it; or (4) are inexpensive. Other expenditures are those which represent services such as utilities, communications, transportation, etc. Include an invoice for each equipment/supply purchased. Also include all serial numbers/model numbers that are on the equipment/supply.

**Check No. -- Column (6):** This is the number of the check which represents payment for each item described.

**Total Expenditures:** This is the sum of all Column (5) Expenditure entries.

