Capital Outlay Request for Pre-Approval

California Department of Education
(Updated 10/22/2025)

Submit the completed form and the quote in the Program Grant Management System (PGMS) for review and approval by your Perkins/Career Technical Education (CTE) Consultant.

Local Educational Agency (LEA) Name:

_____ **Year:** _____

Select School Type:

112 State Special Schools ◯ 131 Secondary Schools or COE ◯ 132 Adult COE/ROP or Community College ◯

Select the type of capital outlay request:

Strengthening Career Technical Education for the 21st Century (Perkins V) ◯

K-12 Strong Workforce ◯

Career Technical Education Incentive Grant (CTEIG) ◯

Capital Outlay is defined as any single item purchase of $10,000.00 or more. The purchase must meet all of the requirements listed below. Check the box to confirm purchase meets requirement.

Check all that apply:

Directly relates to a CTE program approved for assistance in the LEA's local plan ☐

Intended to improve, enhance or expand the CTE program ☐

"Necessary" and "reasonable" for proper and efficient administration of the CTE programs ☐

Adds to the district's historical inventory system when received ☐

Specific to the CTE program – as opposed to a general expense required to carry out the agency's overall responsibilities. ☐

Provide information on LEA and the item being purchased in the following fields:

District Street Address: _____

City: _____ Zip Code: _____ Phone: _____

CTE Coordinator: _____ CTE Teacher: _____

CTE Credential: _____

Industry Sector: _____ Career Pathway: _____

CTE equipment name: _____

Name of school purchasing item: _____

Cost of item ($10,000 or More): _____

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Is total cost split funded? ○ Yes ◉ No

Amount of Perkins: _____ Amount of CTEIG: _____

Amount of K–12 Strong Workforce: _____ Amount of Other Funding Source: _____

List other funding source(s) used:

Provide a detailed description of equipment purchase:

List the sequence of courses the equipment being purchased will be used for:

Identify the skill attainment this equipment purchase will provide to CTE students in this career pathway:

Can the instructor currently operate the equipment? ○ Yes ○ No

If the instructor cannot currently operate equipment explain below how, when, and by whom training will be provided to allow the instructor to operate the equipment.

For CDE Use Only

Capital outlay request approver information.

Signature: _____ Date: _____

Printed Name: _____

Title: _____