

# Expenditure Record Entry

After gathering expenditure information, you will need to enter your data into CTEIS so that it may be submitted to your Fiscal Agency Authorized Official for review. Using the Expenditure Entry tool, you will select the function and object codes that define the expenditures you wish to enter for a program, then indicate the 61a (1), 61b, 61c, and other monies spent to support it.

**To use Expenditure Entry:**

1. From the **Data Entry Expenditures** menu, choose **Expenditure Entry**.
2. If necessary, select a district from the **Select District...** drop-down menu.
3. Select a building from the **Select Building...** drop-down menu.
4. Within the grid of programs, click the **\$ (Dollar Sign)** button within a program row to enter its expenditures.

CTEIS Expenditure Entry					
My Area Schools			My Career Center		
EXPORT TO EXCEL					
Exp Type	PSN	CIP Code/DT Code	Program/Dist Table Name	Type	
\$	PSN	3456	48.0508	Welding, Brazing/Soldering	Reg
\$	PSN	66666	51.0000	Health Sciences	Reg
\$	PSN	77777	47.0604	Automotive Technician	Reg
\$	PSN	88888	52.1999	Marketing Sales and Services	Reg
\$	PSN	99999	11.0201	Computer Programming/Programmer	Reg

### Add Expenditure

**Enter Expense for PSN: 66666 Health Sciences**

Function Code: 127:CTE Instruction      Object Code: 5990:\*Miscellaneous Supplies & Materials\*

61a1:       61b:       61c:       Other:

Notes: Verify proration with OCTE      Enter Expenditure

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### Expenditure Table

**Current Expenditures for My Career Center:**

[EXPORT TO EXCEL](#)

	Exp...	PSN...	CIP Code	Funct. Code	Obj. Code	61a1	61b	61c	Other	Total	Notes
<input checked="" type="checkbox"/> EDIT	<input type="checkbox"/> DEL	PSN	1234	47.0604	Supervision and Direct...Administration-Program/Department Direction	\$10,000.00	\$2,000.00	\$50.00	\$1.00	\$12,051.00	
<input checked="" type="checkbox"/> EDIT	<input type="checkbox"/> DEL	PSN	2345	11.0201	CTE Instruction	\$5,000.00	\$2,500.00	\$0.00	\$10,000.00	\$17,500.00	More records to be added

5. In the **Add Expenditure** panel, select a **Function Code** and **Object Code** using the respective drop-down menus to categorize your expenditures. For information on these codes, please see the OCTE [Expenditures Guidance](#) workbooks on the CTEIS Knowledge Base.
6. Within the category defined by your function and object codes, indicate the funding that was expended from each of the four possible sources: **61a (1)**, **61b**, **61c**, and **Other**. Please note that your total entered 61a (1) expenditures may not exceed the 61a (1) funds you received.
7. You may add notes in the **Notes** field. When finished, click the **Enter Expenditure** button to save the entry, which appears in the **Expenditure Table** at the bottom of the screen.

You may edit individual entries by clicking the **Edit** button within the Expenditure Table. When your edits are complete, click the **Enter Expenditure** button to update the entry. Similarly, you may delete records by clicking the **Del** button within the Expenditure Table.

## Allowable Expenditures

Allowable expenditures are described below:

1. Added cost funds received by school districts and area centers must be spent on state-approved CTE programs.
2. A minimum of 90% of the Added Cost funds received by fiscal agencies must be spent on program improvement items.
3. State-approved CTE programs must be taught by teachers who have vocational certification in that program area

## **Program Improvement Items**

Ninety percent (90%) of the Added Cost funds received by each Fiscal Agency Authorized Official must be used to support program improvement. The following categories are designated program improvement items:

### **Expenditure Categories**

- Salary - Summer Agriculture (CIP Code 01.0000)-only
- Local Instructional Travel
- Supplies and Materials
- Purchased Services
- Career Guidance, Student Recruitment, and Job Placement
- Student Organizations
- Professional Development and Curriculum Development
- Planning, Research, Data, and Evaluation
- Advisory Committees
- Equipment: CTE Instruction, CTE Support, Rental & Maintenance