

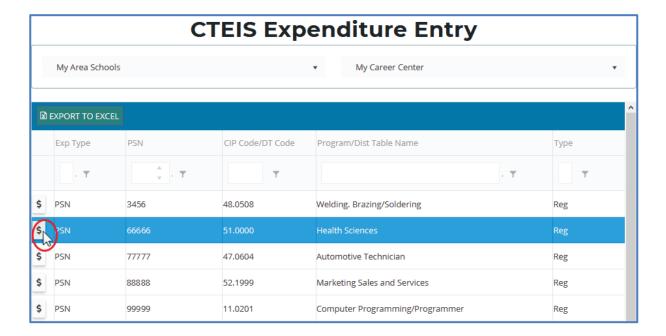


# **Expenditure Record Entry**

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:

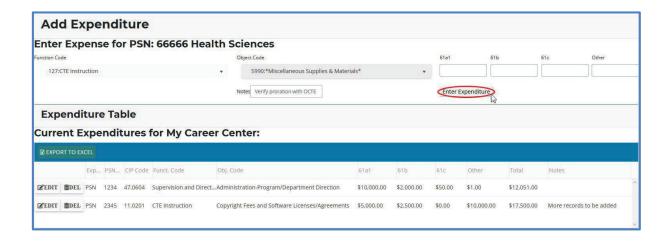
- 1. From the Data Entry Expenditures menu, choose Expenditure Entry.
- 2. If necessary, select a district from the **Select District...** drop-down menu.
- 3. Select a building from the **Select Building...** drop-down menu.
- 4. Within the grid of programs, click the \$ (Dollar Sign) button within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





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- 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:

- 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

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## **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