



MODESTO CITY SCHOOLS

Educational Options

426 Locust St., Modesto, CA 95351
(209) 492-4222 • (209) 574-1581 fax

TO: 9-12 Principals, Career Technical Education Teachers

DATE: 7/23/2020

FROM: Rachelle Barkus, Senior Director, Educational Options

SUBJECT: Purchase Requests

Due to new accountability procedures at the state level, as well as new regulations with how grant monies can be spent, all purchases made through the CTE Department need to follow this updated procedure.

- All materials/equipment requested for your classroom must enhance the learning experience of our students within Career Technical Education.
- Course outlines need to be current as of the Spring 2020 update requests
- Request a quote for the item(s) you want to submit to the CTE Department
- Fill out the CTE Purchase Request Form (IK12)
- After approval from Rachelle, either Carol or Sarah will create the requisition to move forward with making the purchase

Please fill out the CTE Purchase Request Form in its entirety and provide a current quote (if needed). Please ensure all requested items are filled in and submitted.

If you have any questions regarding this procedure, please email Rachelle Barkus or Sarah Gordin.

Attachments:

CTE Purchase Request Form (Informed K12 link)

RB:sg