

CTE PROJECT FEES FLOW CHART

2015-2016 CTE PROJECT FEES

- The purpose of the “project fees” used in CTE classes is to give students an expanded experience in creating a project and then selling it at cost (supplies only, no labor) to real clients. They practice the business skills of creating a budget, estimating, and customer service. The teachers use their “project fees” funds to create products for sale that will replenish back into their project fees accounts for that class only. This type of funding allows students the access to a wider variety of materials and technical experiences.
- CTE requisitions utilizing Project Fees must be submitted to the CTE Office along with **justification** answering the following criteria:
 1. Why the purchase is necessary to support this year’s operation and instructional CTE program?
 2. How will this purchase support the CTE standards/competencies in your class?
- Project Fee funds are for the purchase of small items to be used in the students created projects (Any single item purchase costing over \$500 is considered an equipment purchase, and is handled through the regular CTE Advisory Board process).
- The Project Fees process must be kept separate from the CTE Supply Budget process.

