**Section 254.440 Applications for Reimbursement for the Purchase or Lease of Instructional Equipment**

a) Applications for reimbursement for the purchase of or lease of instructional equipment for use in vocational education programs shall be submitted to the State Board of Education through the designated transmittal officer. Applications for reimbursement shall be submitted on standardized forms provided by the State Board of Education.

b) Applications shall summarize the amount claimed for reimbursement and shall include an itemized description of the items purchased or leased and indicate, for each item, whether acquired by purchase or lease, the quantity acquired, the unit and total costs of the item, and the number of the warrant issued as payment for the item.

c) Copies of warrants and invoices for each item of equipment shall be included with the application for reimbursement.

d) Applications for reimbursement of the purchase or lease of instructional equipment may be submitted upon completion of final payment for items of equipment acquired under a particular funding agreement. The amount of reimbursement for instructional equipment will be prorated among the eligible recipients seeking reimbursement if the State Board of Education lacks funding to reimburse all claims submitted. Eligible recipients may submit applications for reimbursement upon completion of payment for individual purchases under a funding agreement, or upon payment of the periodic charge for an expired lease period under a lease agreement. Acceptance of applications for reimbursement in such instances will be limited to three times each year for each applicant.

e) Items of instructional equipment must be received, invoiced, and paid for within the fiscal year in which the items are approved pursuant to Subpart R for purchase or lease to qualify for reimbursement for that fiscal year. Items of equipment which have not been received, invoiced, and paid for within the fiscal year in which approved may be reimbursed upon subsequent reapplication and approval to purchase or lease in succeeding years when such conditions have been met.

(Source: Amended at 12 Ill. Reg. 2282, effective January 15, 1988)