STEP EXPENDITURE REPORT - Return Proposal by June 15, 2018

FY 19	JOINT AGREEMENT ADMINISTRATOR NAME		MEMBER DISTRICT NAME		
EXPENDITURE REPORT SUBMISSION DATE	QUARTERLY EXPENDITURES THROUGH DATE	MEMBER CONTACT PERSON	MEMBER TELEPHONE NUMBER	MEMBER EMAIL ADDRESS	**EXPENDITURE WORKSHEET** **Program: DHS/STEP**

FUNCTION NUMBER	EXPENDITURE ACCOUNT	SALARIES (Obj. 100s)	EMPLOYEE BENEFITS (Obj. 200s)	PURCHASED SERVICES (Obj. 300s)	SUPPLIES AND MATERIALS (Obj. 400s)	CAPITAL OUTLAY** (Obj. 500s)	OTHER OBJECTS (Obj. 600s)	TOTAL
1400	VOCATIONAL							
TOTAL EXPENDITURES								0

RETURN TO JOYCE AARESTAD AT TMCSEA WHEN COMPLETED AND SIGNED

TMCSEA
300 Cedar St.
Pekin, IL 61554
309-347-3532 x 312 Phone
309-346-0440 Fax
jaarestad@tmcsea.org

We the undersigned hereby certify that the foregoing statements are true to the best of our knowledge and belief.

_____
Signature of District Level Special Education Administrator

_____
Date

Distric Name & #: _____

Proposed STEP Budget Expenditures FY 19:

Object	Amount
100	$
200	$
300	$
400	$
500	$
600	$
Total	$

_____ _____

Signature of District Level Special Education Administrator Date

_____ _____

Signature of TMCSEA Transition Specialist Date

Function 1400 - STEP

Object Breakout Examples:

100's = **Salaries:** Salaries of Job Coach, School to Work Liaisons, Job Developers

200's = **Employee Benefits:** Benefits of Job Coach, School to Work Liaisons, Job Developers

300's = **Purchased Services**: OJT's, Prof. Dev. for STEP Personnel, STEP Student Travel (20%), Field Trips, Co-op Banquet

400's = **Supplies & Materials:** Curriculum, iPads, Computers, Gift Cards , Uniforms

500's = **Purchases over $1,000 for one item**

600's = **Other Objects**: Student Tuition

Joyce Aarestad, Transition Specialist
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cc: District Level Special Education Administrator
District Bookkeeper
STEP Teacher