

Delabar CTE System

CTE – Education That Works

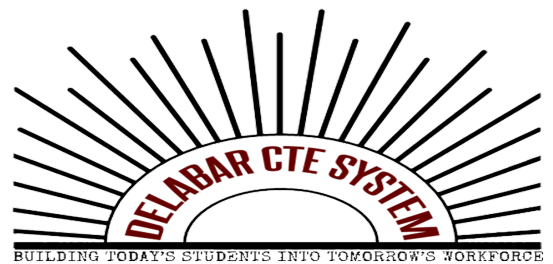
121 S. Prairie

Galesburg, IL. 61401

Phone 309.345-3828

Fax 309.345-6735

www.roe33.net/careerandtechnicaleducation



SUB FEE FY2023 REQUEST FORM

THIS BOX FOR DELABAR ADMIN USE ONLY:

ORDER DATE: _____

BUDGET ACCOUNT CODE: _____ PAYMENT AMOUNT: _____

ISSUE PAYMENT TO: _____

Instructions: Please complete and submit this form to the Delabar Office for prior approval. Delabar will return the form when it has been approved or disapproved. **THE DISTRICT IS RESPONSIBLE FOR SENDING INVOICE TO DELABAR IN ORDER TO RECEIVE REIMBURSEMENT.**

| | | | |
|-------------------|--|-----------|--|
| DATE FILED: | | NAME: | |
| DISTRICT: | | PHONE: | |
| CTE PROGRAM: | | EMAIL: | |
| DATE OF ACTIVITY: | | ACTIVITY: | |

Educator Signature: _____

Administrator Signature: _____

Prior Approval:

This request has been _____ **Approved** _____ **Denied**

If denied, reason: _____

Director Signature: _____ Date: _____

Invoice Received - Date:

Turned in to Bookkeeping for payment- Date: