**Patoka Valley CTE Cooperative**

Perkins Ordering Information

1. Instructors are required to fill out the Perkins Request Form on the following webpage [www.patokavalleycte.com](http://www.patokavalleycte.com)
2. After receiving the request, the CTE director will approve the Perkins Request
3. Options for ordering supplies or equipment are as follows:
	1. Use the school PO or ask for a PO from the CTE director. Once the order has been placed with a purchase order, send the invoice to jthoward@gjcs.k12.in.us
	2. The school where the instructor is employed can purchase supplies or equipment and Patoka Valley CTE Cooperative will reimburse the school. The school simply needs to send the invoice to the CTE director with instructions.
	3. The Patoka Valley CTE Cooperative has a corporate Amazon acct. Simply send a wish list to jthoward@gjcs.k12.in.us. The CTE director will be invoiced directly upon purchase.
	4. If the above mentioned suggestions do not work, we can reimburse individuals for using their personal credit card. The CTE director must be contacted before making any purchases on a credit card. No taxes will be reimbursed.

If you have any further questions, please email jthoward@gjcs.k12.in.us