

THOMAS COUNTY SCHOOLS
CAREER, TECHNICAL, AND AGRICULTURAL EDUCATION



CTAE Five-Year Equipment Replacement Plan
FY 2019 - FY 2023

2018-2019

- Welding
- Agriculture

2019-2020

- Healthcare
- Audio-Video Production

2020-2021

- TCMS programs

2021-2022

- Business
- Early Childhood

2022-2023

- Automotive
- Information Technology

Requests for Purchases

All equipment requests should be sent to the CTAE Director no later than the fall deadline each year (typically mid-August) for purchase. Requested equipment should be submitted in a prioritized list. All item numbers, a description, and vendor contact information should be included. Items will be purchased based on available CTAE funds from local, ESPLOST, and Perkins accounts.

A local requisition should be completed and submitted once the teacher is notified funds are available for requested equipment items.

Supplies needed should be purchased using the departmental consumables budget. If a department anticipates going over budget, see the CTAE Director individually with those requests.

Computer equipment will be purchased based on the recommendation of the Technology Department at the Thomas County Board of Education with input from the CTAE director and teachers in the CTAE department. As updated classroom technology is a priority, computer equipment replacement may not align with the equipment replacement plan.

Equipment Inventory

An inventory of all items shall be kept following inventory guidelines set for the CTAE programs in the Thomas County School System. Inventory is conducted yearly in the spring. When submitting a completed inventory, include a copy of the Inventory Statement.

The Thomas County Schools Financial Services department may conduct periodic inventory audits to confirm the accuracy of the CTAE equipment/property records.