

STEP EXPENDITURE REPORT FY 25

FY 25	JOINT AGREEMENT ADMINISTRATOR NAME		MEMBER DISTRICT NAME		
EXPENDITURE REPORT SUBMISSION DATE	QUARTERLY EXPENDITURES THROUGH DATE	MEMBER CONTACT PERSON	MEMBER TELEPHONE	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 MEGHAN BRAKE AT TMCSEA WHEN COMPLETED AND SIGNED

TMCSEA
 300 Cedar St.
 Pekin, IL 61554
 309-347-3532 x 453 Phone
 309-346-0440 Fax
mbrake@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

District Name & #:

Proposed STEP Budget Expenditures FY25:

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, Uniforms
 500's = Purchases over \$1,000 for one item
 600's = Other Objects: Student Tuition

cc: District Level Special Education Administrator
 District Bookkeeper
 STEP Teacher