



# 2025-2026 Perkins Mini-Grant Request

**\*One Quote Required\***

**MINI-GRANT  
REQUEST  
SUBMISSION  
DEADLINE:**

**February 17, 2026**

**SUBMIT TO:**

Southern Oregon CTE  
101 N. Grape St.  
Medford OR 97501

Phone: (541)776-8590 ext 1158  
Fax: (541)770-8095  
Email: gretchen\_kirkpatrick@soesd.k12.or.us

**DATE  
REQUESTED:**

**DELIVER TO:**

**METHOD OF PAYMENT MUST BE VERIFIED BY TEACHER**

**PLEASE SELECT ONE:**

**TEACHER NAME:**

**DEPARTMENT:**

**TEACHER PHONE:**

**TEACHER EMAIL:**

**SCHOOL NAME:**

**SCHOOL ADDRESS:**

## **ALL REQUESTS REQUIRE**

1. List the three vendors contacted.
2. Attach the prices quoted
3. CHECK the vendor you would like to use (if the vendor you choose is not the lowest price, explain why they are your choice).

### **ALL ORDERS MUST CONTAIN BACKUP SHOWING PRICE FOR ITEM**

This may consist of a quote, catalog page, webpage, etc.

### **ALL PERKINS DOCUMENTS WILL REQUIRE ELECTRONIC SIGNATURES**

For maintaining live links for purchasing, conventions, conferences and quotes, we are requiring that all documents be authorized using electronic signatures. If you do not have one, please click on the signature box on the next page, above your title, for instructions on how to create one.

	VENDOR 1	VENDOR 2	VENDOR 3
<b>COMPANY NAME:</b> Address City, State, Zip			
<b>CONTACT:</b>			
<b>PHONE:</b>			
<b>FAX:</b>			
<b>WEBSITE:</b>			

QUANTITY	UNIT	ITEM NUMBER	DESCRIPTION	PRICE	TOTAL

**IMPORTANT: INCLUDE SHIPPING AND HANDLING CHARGES**

Hardware/software will require the signature from your district tech department.

**TOTAL**

**LIST THE CROSSWALK STANDARDS THIS PURCHASE WOULD HELP YOU MEET.**

**PROVIDE A THOUGHTFUL NARRATIVE ON HOW YOU WILL IMPLEMENT THIS PURCHASE**

**APPROVED BY**

**(Electronic Signature of SOCTEC District Representative)**

**APPROVED BY** \_\_\_\_\_

**(Electronic Signature of Tech Department, if necessary)**

**APPROVED BY** \_\_\_\_\_

**(Electronic Signature of CTE Coordinator)**