



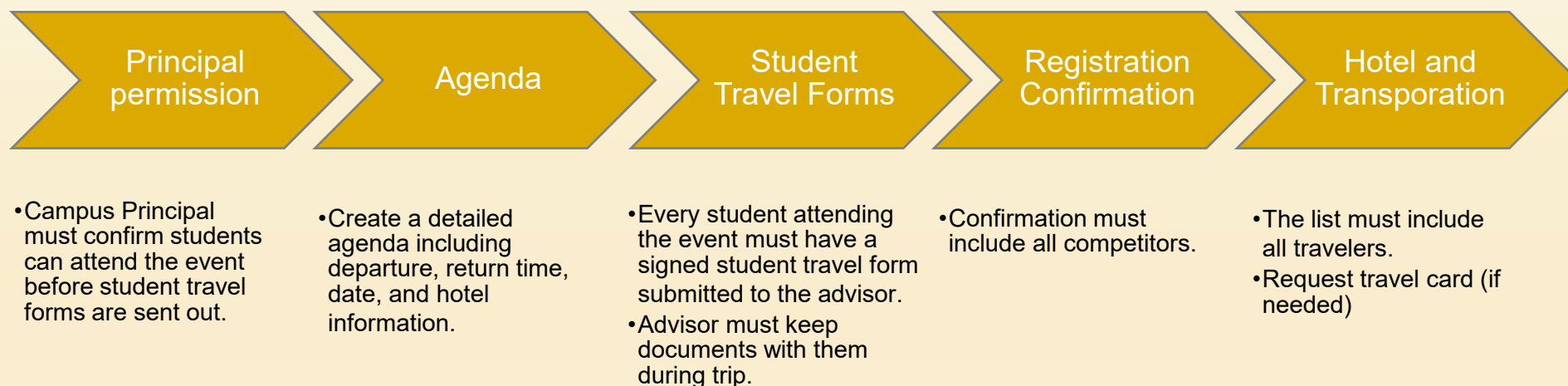
\*The Campus Business Manager will upload completed documents to the CCMR request link.

*Campus Business Manager: When you enter the CCMR Service Request, please select " CTE Purchase" from the type of support dropdown menu.*

\*\*Only applicable to State/National and International Contest.

# Before the Contest Paperwork

The following paperwork must be completed six (6) weeks  
before the competition or due date of payment.



\*The Campus Business Manager will upload completed documents to the CCMR request link.

# After the Contest Paperwork

The following paperwork must be submitted seven (7) days  
after the competition.



After  
Contest

- Return travel card (if applicable).

Share  
Contest  
Results

- List all student's competition results.

Receipts

- Submit travel receipts. May Include:
  - Registration
  - Hotel rooms (must show an itemized list of each room)
  - Parking
  - Gas

\*The Campus Business Manager will upload completed documents  
to [Perkinsgrant\\_assets@houstonisd.org](mailto:Perkinsgrant_assets@houstonisd.org) email address.