



Criminal Justice Standards and Training Commission

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September 3, 2014

CRIMINAL JUSTICE STANDARDS AND TRAINING COMMISSION TECHNICAL MEMORANDUM 2014-14

TO: Criminal Justice Training Center Directors
FROM: Director Dean Register *DR*
Criminal Justice Professionalism
SUBJECT: Scanning CJSTC Forms Related to Training Center Budgets

Commission Rule 11B-18.0071, F.A.C., requires that each Regional Training Council submit budgets and reports related to the use of Trust Fund Monies at various times throughout the year. The required reporting forms include:

Form Number	Commission-Approved Forms
CJSTC-300	Officer Training Monies Semi-Annual Expenditure Report
CJSTC-301	Officer Training Monies Year End Fiscal Report
CJSTC-302	Officer Training Monies Programmatic Change and Budget Amendment
CJSTC-310	Officer Training Monies Operating Budget
CJSTC-311	Operating Capital Outlay Property Disposal Request

With the exception of form CJSTC-311, Operating Capital Outlay Property Disposal Request, each of these forms requires the signature of both the Regional Chair and Fiscal Agent. In some instances, these two positions are held by individuals in different geographic locations which may create a hardship when attempting to obtain the required signatures. In an effort to facilitate the process and ensure the forms are submitted in a timely manner, Trust Fund staff will accept scanned versions of all the above-mentioned forms once all required signatures are obtained. Once the budget documents are created and signed by the Fiscal Agent, the forms can be scanned and emailed to the Regional Chair. The Regional Chair will sign the forms, scan them, and email the forms to Trust Fund staff.

PLEASE NOTE: It is not necessary to send hardcopies to the Trust Fund Section once they have been scanned and emailed. Regions that do not have an issue obtaining the required signatures may continue to submit the original documents via U.S. Mail.

If you have any questions, please contact Training and Research Manager Stacy Lehman, Trust Fund Section, at stacylehman@fdle.state.fl.us or call 850-410-8645.

DR/GWH/sl

cc: Criminal Justice Standards and Training Commission Members