

Request a New Expenditure

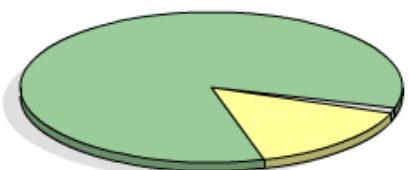
After the initial Grant Application is approved, it may become necessary for the subgrantee to make new requests for expenditures. This slick sheet serves to provide instruction on how to complete this process.

Step 1 | From the Home screen, click the **Expenditure List Items** hyperlink under the Pending Tasks section.

TRAINING 2006 SHSP Progress Report

Grant Amount: \$132,500.00

- Uncommitted -- \$1,500.00
- Review -- \$0.00
- Needs POE -- \$0.00
- On-Order -- \$111,000.00
- Invoiced -- \$20,000.00
- Complete -- \$0.00
- Change Requested -- \$0.00



THREAT LEVEL

ELEVATED

PENDING TASKS

	Build	Needs POE	On-Order	Inv./Complete
Expenditure List Items	0	0	1	1
		Build	At SAA	Approved
Grant Applications		1	0	1
	Build	Submitted	Verified	Completed
Reimbursement Requests	1	0	0	0
		Pending	Submitted	Paid
Voucher Requests		0	0	0

Step 2 | On the Subgrantee Expenditure List screen, all items that are currently listed for any project within that year's grant application will be listed. Click the [\[request new expenditures\]](#) hyperlink to begin the process of adding a new item. *Tip: You may filter the list by selecting a specific project from the Project drop-down menu at the top of the screen.*

SUBGRANTEE EXPENDITURE LIST

Keywords:

Region: District of Columbia

Subgrantee: TRAINING Fairfax County Police Department

Project: Develop / enhance homeland security / emergency management organization

Item Status: Filter by Item Status

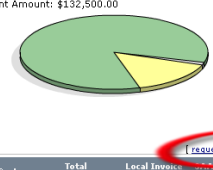
Grant Number: 6SHSP116

Grant Application: Approved [\[view grant application\]](#)

TRAINING 2006 SHSP Progress Report

Grant Amount: \$132,500.00

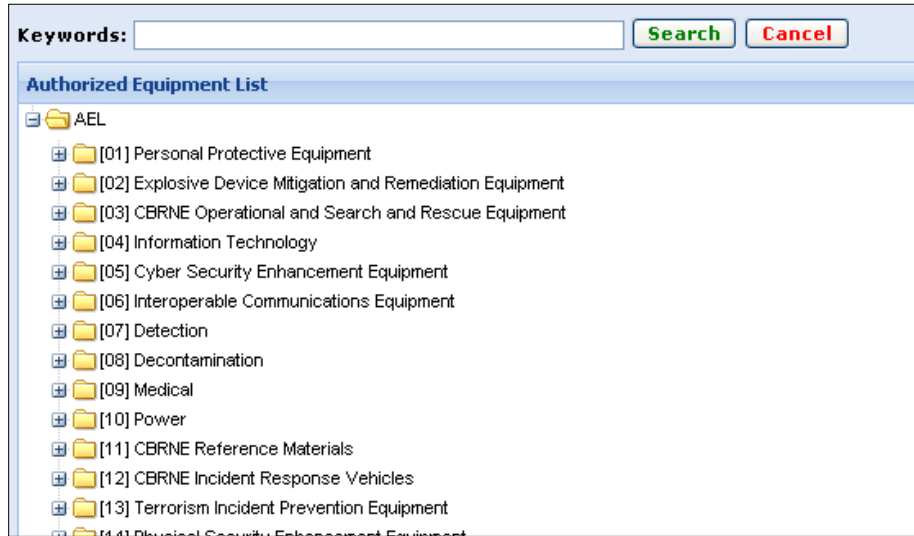
- Uncommitted -- \$1,500.00
- Review -- \$0.00
- Needs POE -- \$0.00
- On-Order -- \$111,000.00
- Invoiced -- \$20,000.00
- Complete -- \$0.00
- Change Requested -- \$0.00



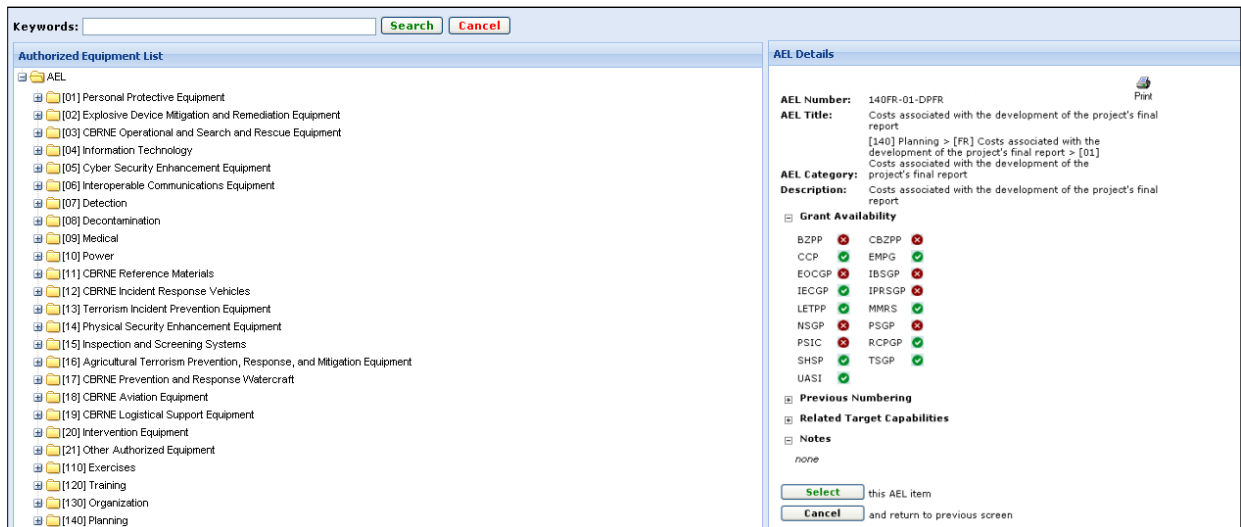
TRAINING FAIRFAX COUNTY POLICE DEPARTMENT EXPENDITURE LIST

AEI Category	Expenditure	Status	Qty	Unit Cost	Total Cost	Local Invoice State	Invoice State
Project: Develop / enhance homeland security / emergency management organization and structure							
(04.01.01.01) System, Automatic Vehicle Locating (AVL)	Garmin - SW 12345 - GPS	On-Order	111	\$1,000.00	\$111,000.00	Needs Invoice	No Invoice
(04.01.02.01) System, Geospatial Information (GIS)	Garmin - SW 12345 - Geospatial Information System (GIS)	Invoiced	1	\$20,000.00	\$20,000.00	05/21/2010	05/21/2010
(04.01.01.01) System, Automatic Vehicle Locating (AVL)	Geospatial Information System (GIS)	Cancelled	0	\$899.00	\$0.00	No Invoice	No Invoice
(04.01.02.01) System, Geospatial Information (GIS)	System, Geospatial Information (GIS)	Cancelled	0	\$20,000.00	\$0.00	No Invoice	No Invoice
(04.01.02.01) System, Geospatial Information (GIS)	System, Geospatial Information (GIS)	Cancelled	0	\$20,000.00	\$0.00	No Invoice	No Invoice
Project Expense Total:						\$131,000.00	
Project Total Award:						\$132,500.00	
Project Uncommitted Funds:						\$1,500.00	

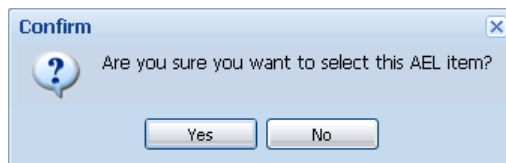
Step 3 | On the Authorized Equipment List (AEL) screen, select the **AEL** code associated with the item being added.



Step 4 | After selecting the appropriate AEL, the **AEL Details** section of the screen will populate with information specific to the AEL selected. Click the **Select** button.



Step 5 | A pop-up prompt will confirm the selection of the AEL. Click the **Yes** button to proceed or the **No** button to return to the previous screen.



Step 6 | On the Grant Application – Expenditure Item screen, take the following steps:

- Enter the **Quantity** in the appropriate discipline quantity box(es). An explanation of the discipline abbreviations can be found at the bottom of the page.
- Enter the **Unit Cost** for the item(s).
- Ensure the amount **Assigned** equals the total for the request and utilizes only grant funds. If this is not the case, an [\[auto adjust\]](#) hyperlink will appear to correct this issue.
- Attach any **Additional Documents** that support/explain the expenditure request or provide details in the **Subgrantee Notes** section.
- Click the **Save** button in the Actions section to add this request to the expenditure list.

EXPENDITURE ITEM

Project: Critical Care Hospital Surge Capabilities - DC

Expenditure: [Costs associated with the development of the project's final report](#)

AEL category: (140.FR.01.DPFR) Costs associated with the development of the project's final report

Request Date: 03/17/2011 01:42 PM EST

Is this request a package: Yes No

Grant Number: 8UASI631

Item Status: **Build**

Please complete the form to report the quantity by disciplines and unit cost.

- The total cost must be distributed across available grant sources.
- Use the [Subgrantee Funds](#) field to handle funds exceeding grant award.

Discipline Quantities								Qty Total	Unit Cost	Total Cost
AC	LE	EMS-NF	EMS-F	FS	HZ	PW	PSC			
0	0	0	0	0	0	0	0	0	\$0.00	\$0.00
HC	EMA	PH	GA	CYB	NP	RTS				
0	0	0	0	0	0	0				

Grant	Total	Allocated	Available	Assigned
2008 UASI	\$ 1,934,215.00	\$254,745.00	\$1,679,470.00	\$0.00
Subgrantee Funds	-	-	-	\$0.00
			Required:	\$0.00
			Delta:	\$0.00

[\[auto adjust\]](#)

ITEM NOTES

Expenditure Item Notes:

Attached Documents

[Attach Document](#) Attach documents to this item

ACTIONS

[Save](#) Save changes and return to the expenditure list.

[Return](#) Return to the expenditure list.

Once returned to the Expenditure List screen, the item added will appear in teal with the status *Review At SAA*. This request will display in the SAA's queue for approval. The subgrantee can be notified via email if the request is denied. If approved, the item will move to "Needs POE" status on the expenditure list.

(09.MS.04.BAND) Bandages and Dressings	Bandages and Dressings	<i>Review At SAA</i>	1500	\$2.49	\$3,735.00	No Invoice	No Invoice	[edit]	●
(140.HF.02.COLT) Contractors/Consultants - Contracts < 25	Contractors/Consultants - Contracts < 25	<i>Review At SAA</i>	1	\$44,503.00	\$44,503.00	No Invoice	No Invoice	[edit]	●