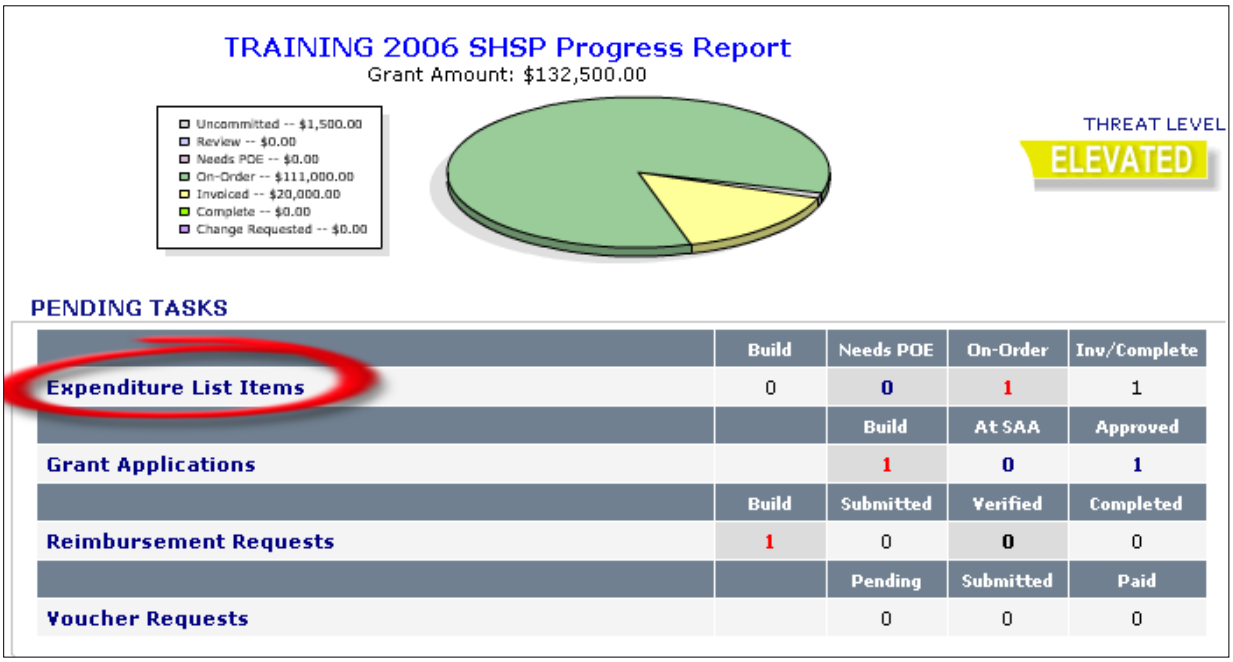
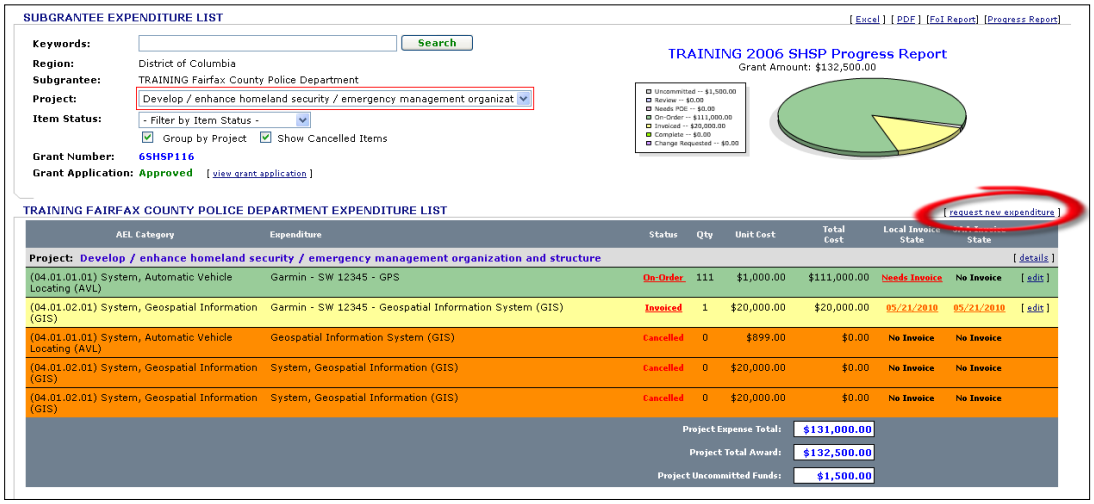
Request a New Expenditure

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.

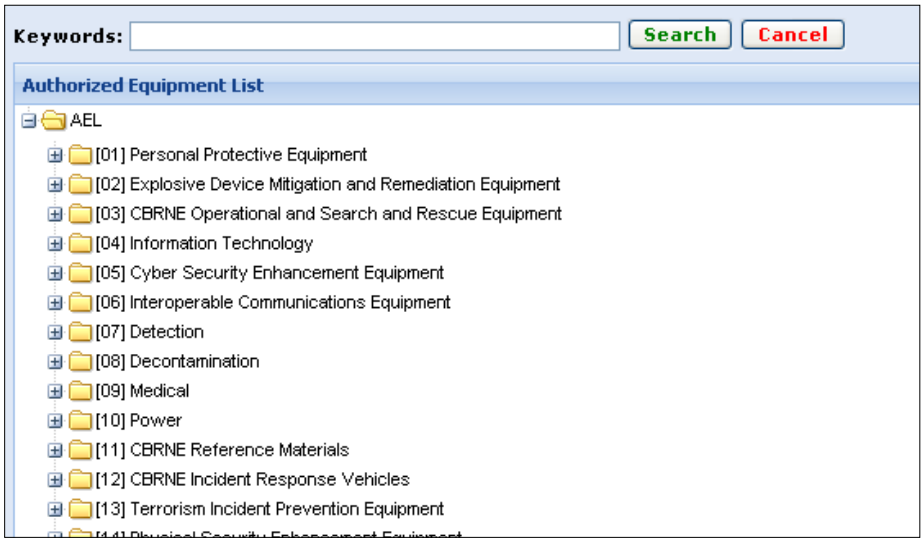
Step 1 | From the Home screen, click the **Expenditure List Items** hyperlink under the Pending Tasks section.



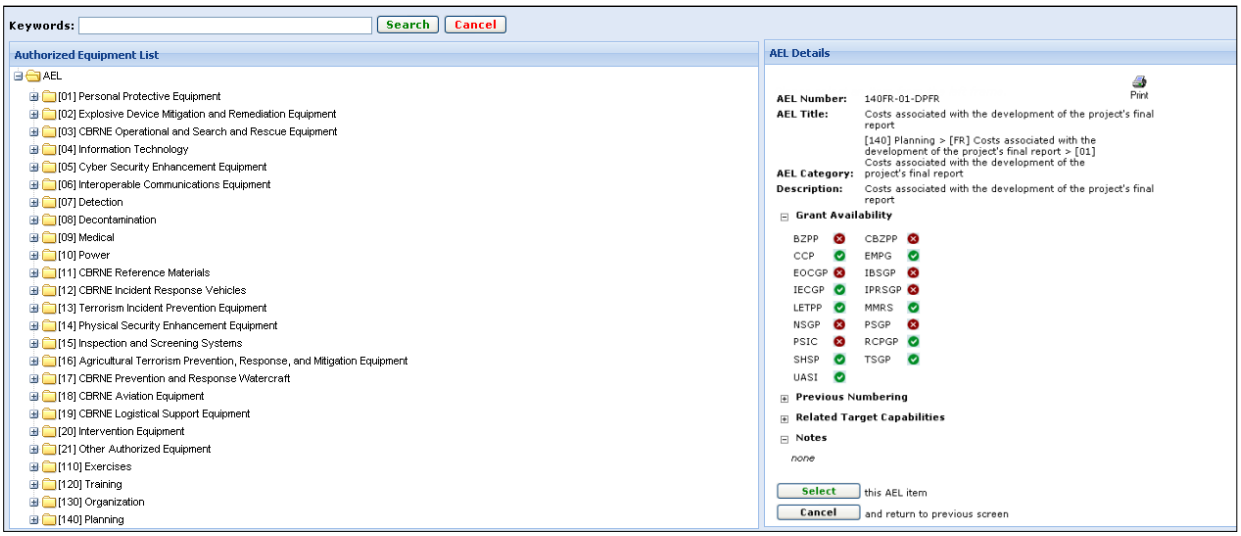
Step 2 | On the Subgrantee Expenditure List screen, all items that are currently listed for any project within that year's grant application will be listed. Click the [request new expenditures**]** hyperlink to begin the process of adding a new item. *Tip: You may filter the list by selecting a specific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



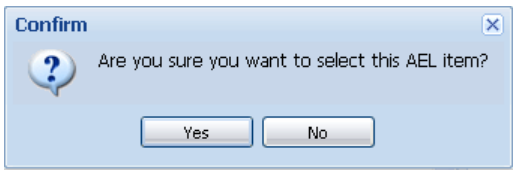
Step 3 | On the Authorized Equipment List (AEL) screen, select the **AEL** code associated with the item being added.



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.

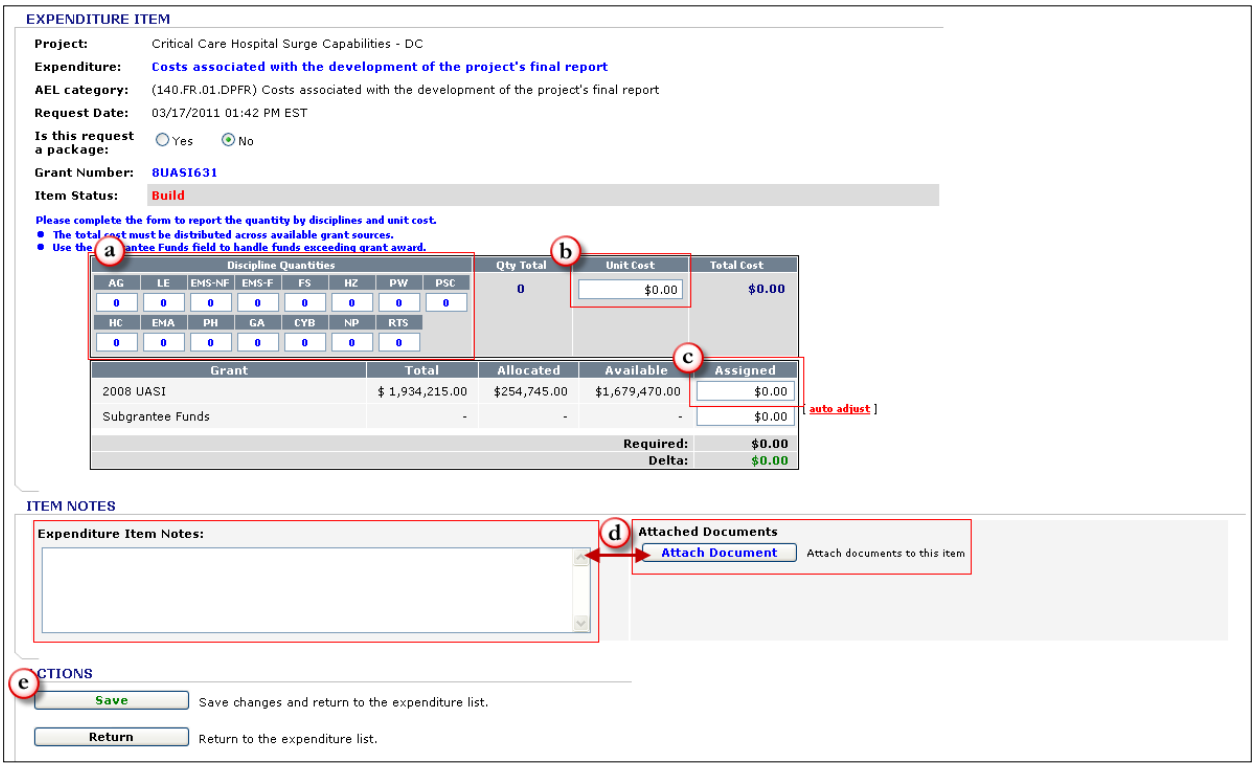


Step 5 | A pop-up prompt will confirm the selection of the AEL. Click the **Yes** button to proceed or the **No** button to return to the previous screen.



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

a. 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.
b. Enter the **Unit Cost** for the item(s).
c. 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.
d. Attach any **Additional Documents** that support/explain the expenditure request or provide details in the **Subgrantee Notes** section.
e. Click the **Save** button in the Actions section to add this request 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.