*Once you submit your grant application, the SAA must review and approve the submitted application. When this process is finished, the grant displays on your homepage with a status of Approved.*

You are now ready to create a Proof of Encumbrance (POE) for the expenditure item you requested in your application. 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.
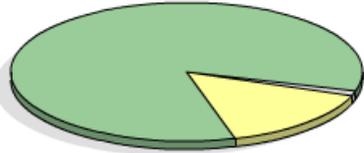
Step 2 | From the Subgrantee Expenditure List screen, click the **Needs POE** hyperlink for the appropriate item.

Step 3 | On the Proof of Encumbrance screen, attach the appropriate **POE** document.

Step 4 | After the documentation has been uploaded, the Subgrantee Expenditure List screen will appear, click the **On-Order** hyperlink for the appropriate item.

Project: Develop / enhance homeland security / emergency management organization and structure								[details]
(04.01.01.01) System, Automatic Vehicle Locating (AVL)	Vehicle Location System	Needs POE	150	$750.00	$112,500.00	No Invoice	No Invoice	[edit]
(04.01.01.02) Device, Global Positioning System (GPS)	Garmin - Nuvi 680 - Portable GPS	On-Order	70	$889.95	$62,296.50	Needs Invoice	No Invoice	[edit]
(04.01.02.01) System, Geospatial Information (GIS)	Geospatial Information System (GIS)	On-Order	1	$20,000.00	$20,000.00	Needs Invoice	No Invoice	[edit]

Step 5 | After the documentation has been uploaded, the Proof of Encumbrance screen will appear, enter the **POE Number**, **Date, Vendor/Payee** information in the required fields. Verify that the Quantity and Unit Cost matches the POE documentation being submitted.

PROOF OF ENCUMBRANCE

Subgrantee:	**City of Alexandria Fire Department**
Grant Number:	**6SHSP875**
POE Number: »	POE16875-110819122621
POE Date: »	Aug ▼ 19 ▼ 2011 ▼
Project:	Develop / enhance homeland security / emergency management organization and structure
Vendor/Payee: »	Geospacial, Inc. ▼
Address:	1313 Mockingbird Dr
City, St, Zip:	Hendersonville , SC ▼ 21211
Phone:	

POE ITEM(s)

	Expenditure	Category	Qty	Unit Cost	Total	
▼ ▼	Geospatial Information System (GIS)	(04.01.02.01) System, Geospatial Information (GIS)	1	$20,000.00	$20,000.00	[remove from POE]
▼ ▼			Shipping/Handling:	$0.00	$0.00	
▼ ▼			Taxes/Fees:	$0.00	$0.00	
				POE Total:	$20,000.00	

Quick note: if you intend on doing multiple invoicing, the quantity must always be 1. You can add the quantity specifies in the Expenditure Description field as seen in the Step 6.

Step 6 | Click the **blue arrow** button in the far left column of the POE Item(s) table. The expenditure detail allows you to enter the manufacturer, model, and a description of the ordered item. After entering the information, click the **Save this detail.**

POE ITEM(s)

	Expenditure	Category	Qty	Unit Cost	Total	
▲ ▲	Geospatial Information System (GIS)	(04.01.02.01) System, Geospatial Information (GIS)	1	$20,000.00	$20,000.00	[remove from POE]

Please enter the details for the current item.

Mfg:	Please enter the manufacturer for this item (i.e. Motorola)
Model:	Please enter the manufacturer model number for this item (i.e. XTS 2500)
Description:	Provide a brief description for this item (i.e. P25 RADIO W/TRUNKING)

Mfg: [   ]
Model: [   ]
Description (255 max characters): ~~Geospatial Information System (GIS)~~ 24 Geospatial Information System (GIS)   255

Save | Save item detail

Step 7 | After updating the expenditure description information, click the **Save POE** button in the Actions section to save changes to database. After saving changes, the expenditure is ready to be invoiced and submitted for reimbursement.