

How to Submit Approved Purchase Orders for Items that will be Received after the EANS 1.0 Obligation Date of July 27, 2021

1. On the last Reimbursement Request submitted **prior to July 27, 2021**, upload a document containing all the approved purchase orders from the school for items to be purchased and received after July 27, 2021, and before Sept. 30, 2023.

2. Each purchase order must show the following:
 - Account code and line item number to which the items belong,
 - Items to be purchased, and
 - Cost of the items without sales tax.

3. Name the uploaded document, *"Approved Purchase Orders Post-July 27, 2021."*

4. Upload the document with the last Reimbursement Request prior to July 27, 2021.