

# Instructions for Reporting Documents

## Expenditure Report

- The Expenditure Report is a document for schools to track their budget and corresponding expenditures for each line item.
- **Schools are responsible for populating data in cells that are highlighted blue.** All other cells within the document are locked. Email questions about budget amounts to the contact listed at the bottom left portion of the form
- Before submissions please ensure that the report has been signed by an authorized official; the District Name, District Number and Vendor ID Number are filled out. **For electronic submissions a typed or electronic signature is acceptable as long as the submission originates from the authorized official.**
- **Expenditure Reports are due by the 10<sup>th</sup> of each month.** The Expenditure Report may be submitted via email, mail, or fax. Contact information can be found at the bottom left portion of the form.

## Budget Amendment

- The Budget Amendment is a document for schools to adjust their budget during the year.
- **Schools are responsible for populating data in cells that are highlighted blue.** All other cells within the document are locked. Email questions about budget amounts to the contact listed at the bottom left portion of the form.
- Before submissions please ensure that the report has been signed by an authorized official; the District Name, District Number and Vendor ID Number are filled out. **For electronic submissions a typed or electronic signature is acceptable as long as the submission originates from the authorized official.**
- The Budget Amendment may be submitted via email, mail, or fax. Contact information can be found at the bottom left portion of the form.