educational service center
of Central Ohio

INSTRUCTIONS FOR FUNDING REQUEST

1. Select County
2. Select School
3. Contact Name- Should be the person who understands the details of the expense (procurement) that we are being asked to process
4. Contact Email-Business or personal email of person above
5. EANS Category that qualifies the request for consideration
6. Total amount of Request: This should be the total amount requested even if there are multiple items to be submitted as documentation for the purchase. It is not necessary to enter a funding request for each individual item if it is part of a total purchase.
7. Expense/Procurement Date-This should be the date you are entering this request into the ESCCO system
8. Expense Description-This should be detailed enough for ESCCO Fiscal Staff to verify that the expense meets the category that you entered above. Please refer to ODE and/or USDOE Frequently Asked Questions (FAQs) to ascertain the acceptance of the expense within the category chosen. If you are unsure feel free to contact the ESCCO to discuss prior to submitting the request.
9. Expense Identifier-Please remember these items are 'titled" to ODE and can only be kept or disposed of upon ODE approval. This applies to any asset whose purchase price is 5,000 and above. This applies to an individual item not a group of items. The identifier can be an inventory tag developed locally or the serial number.

After you submit the request you will receive a link that is "live" for 24 hours. This link will be used by the NPS to upload the supporting documentation for the procurement.

Procurement

1. Quote or other document detailing the item(s) to be purchased
2. ESCCO may contact you for W9 information if the vendor is not a current ESCCO Vendor