

HEERF Expenditure Support

Preparer Name	Email Address	Contact Number

Invoice date 03/13/2020 & After	*Select category that best describes the cost(s) associated with significant changes to the delivery of instruction due to the coronavirus and/or to defray expenses associated with coronavirus.	Amount
*Includes distant / hybrid learning impacts		

NOT eligible HEERF expenditures OR to be handled in a different manner:

Description	More fully describe the expense and include the connection (or nexus) to the coronavirus to justify the use of HEERF funding.

Cost Distribution	Fund	Account Descriptions	DeptID	Program	Class	Project	Amount

Instructions

1. Enter Preparer's name, email, and contact number.
2. Select category that best describes justification per HEERF criteria. For more information on qualifying expenses, refer to Department of Ed website ([HEERF II](#)).
3. Provide a description in the box provided that more fully describes activity, cost or project expense.
4. Include completed HEERF Expenditure Support form with payment request (i.e., invoice, check request, Pcard, etc.)

If expense/cost was previously incurred prior to these procedures being issued, an expense transfer may be submitted providing the completion of this HEERF Expenditure Support form. Note that it is critical that expenditures are supported by HEERF guidance as these are subject to audit. For more information on qualifying expenses, please refer to [HEERF II](#) website.