

Expenditures Report Completion and Submission

Once you have validated a building's data, the **Complete** button for that building will become active within the **Building Status** column. When you mark a building complete, an **X** will appear under the Building Status column to indicate that you have successfully submitted building data for review. Once you have completed a building, please notify your Fiscal Agency Authorized Official that it is ready for review.

CTEIS Expenditure Review							
My School District							
	OANO	OA Name	OBNO	Building Name	Building Status	Fiscal Status	Cepd Status
	99999	My School District	00001	My High School	X	X	
	99999	My School District	00002	My High School B	X		
VALIDATE	99999	My School District	00003	My High School C	COMPLETE		
VALIDATE	99999	My School District	00004	My High School D	Please Validate		

FISCAL AGENCY AUTHORIZED OFFICIAL AND CEPD ADMINISTRATOR

Fiscal Agency Authorized Official Review and Approval

Once the Expenditure Report has been submitted by the CTEIS Reporter, it is ready for review by the Fiscal Agency Level 5 Authorized Official. When the Authorized Official's review is complete and his or her approval has been submitted, CTEIS will attempt to notify the CEPD administrator via email that the report has been submitted and is ready for CEPD Administrator review and approval.

Directions for Fiscal Agency Authorized Official Expenditure Report Submission are available on the CTEIS knowledge base by clicking the Data Entry tab and Click Expenditures → Expenditures Review Guide for Fiscal Agent link to view and download the guide.

CEPD Administrator Review and Approval

Once the Expenditures Report has been approved by the Fiscal Agency Authorized Official, it is ready for review by the CEPD Administrator. When the CEPD Administrator review is complete and his or her approval has been submitted, the report is ready for review by the Office of Career and Technical Education.

Directions for CEPD Administrator review are available on the CTEIS knowledge-base by clicking the Data Entry Tab and Click Expenditures → Expenditures Review Guide for CEPD link to view and download the guide.