ARPA HEERF III Funding Request for Reimbursement Form

AUTHORIZING SIGNATURE / APPROPRIATE ADMINISTRATOR - Instructions

These instructions cover how to review and approve/decline the ARPA HEERF III Funding Request for Reimbursement Form as the AUTHORIZING Signature / Appropriate Administrator.

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Completing Forms Waiting for Your Signature / Approval

- These instructions cover how to access, review, and approve the form as the Authorizing Signature / Appropriate Administrator.

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<tbody>
<tr>
<td><strong>Step 1:</strong> Locate the appropriate ARPA HEERF III Funding Request for Reimbursement Form in your email</td>
<td><img src="image1.png" alt="Image" /></td>
</tr>
<tr>
<td><strong>Step 2:</strong> Click on the Review and sign button/link</td>
<td><img src="image2.png" alt="Image" /></td>
</tr>
<tr>
<td><strong>Step 3:</strong> Fill out all the required fields</td>
<td><img src="image3.png" alt="Image" /></td>
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### Step 4:
If you approve the form, check the box to agree to terms and then click on the **Click to Sign** button.

*NOTE: If you decline the form, see instructions on Page 4 on how to do so.*

![Click to Sign](image1.png)

### Step 5:
You will see a confirmation page and the form will now be sent to the Budget Office Reviewer.

![You're all set](image2.png)

You finished approving *Funding Request for Reimbursement*.

Next, will sign.

All parties will be notified via email. You can also download a copy of what you just approved.
Declining Forms Waiting for Your Signature / Approval

- These instructions cover how to decline forms as the Authorizing Signature / Appropriate Administrator.

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| **Step 1:**  
Locate the appropriate ARPA HEERF III Funding Request for Reimbursement Form in your email | ![Screen Shot 1](image1.png) |
| **Step 2:**  
Click on the Review and approve button/link | ![Screen Shot 2](image2.png) |
| **Step 3:**  
To decline to sign, on the left-hand panel, click on Options and select Decline to sign | ![Screen Shot 3](image3.png) |
### Processing Step

| **Step 4:** Enter in the reason for declining the form |
| **Screen Shots** |

![Step 4 Screen Shots](image1)

| **Step 5:** Click on the **Decline** button |
| **Screen Shots** |

![Step 5 Screen Shots](image2)