



# Instruction Sheet for Recipient (Equipment Purchase Report)

## Process: Equipment Purchase Report

### Parent Document Status: Agreement Active/Agreement Executed

**What is the Process?** To initiate, complete all necessary forms, and submit the Equipment Purchase Report for approval

- Log into EAGL
- Select "My Applications" at top of screen
- Using Search Criteria, insert "Application Type" using drop down menu
- In the Application Name field, insert last known digits (beyond 0's) or leave blank
- Select "Search"

A screenshot of a web application interface titled "My Applications". Below the title is a subtitle: "Use the search functionality below to find a specific Application." The interface contains a "Search Criteria" section with several input fields: "Application Types" (a dropdown menu), "Application Name" (a text box), "Person" (a text box), "Status" (a dropdown menu), "Organization" (a text box), "Year" (a text box), and "Ecology Program" (a dropdown menu). At the bottom of the search criteria section are two buttons: "SEARCH" and "CLEAR".

- Within the Search Results, select the appropriate application "Name/Number"
- Under the Examine Related Items, select "View Related Items"

Document Type	Name	Current Status
Payment Request	<a href="#">Initiate a/an Apr - Jun 2015 Payment Request / Progress Report</a>	
Equipment Purchase Report	<a href="#">Initiate a/an Equipment Purchase Report - 2015</a>	
Payment Request	<a href="#">Initiate a/an Jan - Mar 2015 Payment Request / Progress Report</a>	
Recipient Close Out Report	<a href="#">Initiate a/an Recipient Close Out Report - 2015</a>	

- Select "Initiate a/an Equipment Purchase Report", selecting the appropriate time period
- Select View, Edit and Complete Forms

## View, Edit and Complete Forms

Select the **View Forms** button below to view, edit, and complete forms.

[VIEW FORMS](#)

- Select Equipment Purchase Report

Status	Page Name	Note	Created By	Last Modified By
<b>Equipment Purchase Report Forms</b>				
	<a href="#">Equipment Purchase Report</a>		CindySAW James 4/14/2015 8:13:26 AM	

- Enter the requested information. All fields are required on the Equipment Purchase Report except for this disposition information. Ecology will complete the disposition information at a later date.

### **EQUIPMENT PURCHASE REPORT**

#### **Instructions:**

Fill out this form when any equipment is purchased during the life of the agreement that falls into one of the following categories:

\* Property (including equipment) with a useful life of more than one year and valued at more than \$5,000

Required fields are marked with an \*

When done, click the **SAVE** button.

Equipment Purchase Report Number 3

* Identifying number 	<input type="text" value="12345"/>	* Equipment Received Date	<input type="text" value="03/31/2015"/>
* Equipment Description	<input type="text" value="Monitoring Equipment"/>	* Purchase Price	<input type="text" value="\$5,001.00"/>
	<input type="text" value="20 of 500"/>	* % Paid by Ecology	<input type="text" value="100.00"/> %
* Name of Title Holder	<input type="text" value="ABC Company"/>		
* Vendor Name 	<input type="text" value="XYZ Company"/>		
* Equipment Location 	<input type="text" value="ABC Company"/>		

- When completed, select the “Save” button. You are ready to submit the Equipment Purchase Report.
- Go back to the Equipment Purchase Report Menu
- Select “View Status Options” under “Change the Status”
- Apply the “Equipment Purchase Report Submitted” status

Ecology will review your equipment purchase report request. When Ecology has completed the review, you will receive an email indicating that your equipment purchase report was approved.