

**TRI-COUNTY EDUCATIONAL SERVICE CENTER
EMERGENCY ASSISTANCE TO NONPUBLIC SCHOOLS (EANS)**

REQUEST TO PURCHASE

School Name: _____ School IRN: _____

Street Address: _____

City: _____ Zip Code: _____

Phone Number: _____

I hereby certify that the expenditures for which I am authorizing payment, meet the allowable uses as specified in the EANS grant guidance.

Authorized Signature: _____ Date: _____

Allowable EANS Services and Assistance (EANS Categories):

1. Supplies to sanitize, disinfect, and clean school facilities
2. Personal Protective Equipment (PPE)
3. Improvements to ventilation systems, including repairs to windows or portable air purification systems
4. Training and professional development for staff on sanitization, the use of PPE, and minimizing the spread of COVID-19
5. Physical barriers to facilitate social distancing
6. Other materials, supplies or equipment recommended by the CDC for reopening and operation of school facilities to effectively maintain health and safety
7. Expanding capacity to administer coronavirus testing to effectively monitor and suppress the virus
8. Educational technology
9. Redeveloping instructional plans for remote or hybrid learning or to address learning loss
10. Leasing sites or spaces to ensure social distancing
11. Reasonable transportation costs
12. Initiating and maintaining education and support services or assistance for remote or hybrid learning or to address learning loss

| EANS Category # | Brief Description of EANS Eligibility | Amount |
|------------------------|--|---------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

See additional instructions on next page

**TRI-COUNTY EDUCATIONAL SERVICE CENTER
EMERGENCY ASSISTANCE TO NONPUBLIC SCHOOLS (EANS)**

REQUEST TO PURCHASE

ADDITIONAL INSTRUCTIONS:

The school must submit 2 or more quotes with Request to Purchase. Request to Purchase and supporting documentation must be submitted to Liz Shaffer, Administrative Assistant at tesc_lshaffer@tccsa.net.

Upon receipt of goods or services, the school must submit the Receipt of Goods/Services and Inventory Log Form as well as the invoice/packing slip received by the school.

Upon receipt, the Tri-County ESC will remit the expenditure to the Ohio Department of Education (ODE) for reimbursement. As indicated by ODE, the approval process for EANS reimbursements will take between **10 to 30 days**. Upon reimbursement of funds from ODE, the Tri-County ESC will prepare payment to the vendor.

If you have questions or need assistance with this process, please contact Renee Presley at tesc_rpresley@tccsa.net.

RESOURCES: <http://www.youresc.k12.oh.us/>