

APPENDIX B

From: TEAExpenditures@tea.texas.gov
To: [REDACTED]
Cc: [REDACTED]
Subject: [REDACTED]
Date: Friday, March 15, 2019 10:36:44 AM

Good morning [REDACTED]

The expenditure request you recently submitted to TEA requires manual review and approval by TEA staff.

The Division of Grants Admin. is requesting a **narrative justification** for the following pending expenditure request:

- 2018-2019 TECHNOLOGY LENDING 182500057110013

In the justification, please give a **detailed explanation** of how the funds were utilized to accomplish the grant objectives. The detailed explanation must include:

6200 \$6,000.00 expenditure

1. All vendor names associated with this expenditure request
2. Amount paid to each vendor
3. Description of services provided
4. Date services were provided

Please attach the '**Narrative Justification**' document to the pending expenditure report in the expenditure reporting system by the close of business March 20th, 2019; otherwise the expenditure request may be cancelled by TEA.

Failure to respond to this email or cancellation of the expenditure request without contacting TEA at TEAexpenditures@tea.texas.gov may increase your likelihood of being selected for in-depth grant monitoring.

For instructions on how to attach a document in the expenditure reporting system, please click on "[How to attach ER Documentation.](#)"

Thank you,

Division of Grants Admin.
Texas Education Agency
TEAExpenditures@tea.texas.gov