

# Reimbursement Instructions

## Arizona's Lower-Emissions School Bus Program

- Sign and return grant agreement within 30 days via email to Sarah Sanchez at sarah.sanchez@azdoa.gov.
- If necessary, complete "Required Special Conditions" task in eCivis by uploading a document with your responses addressing each special condition.
- Begin the procurement process of issuing purchase orders to vendors.
- Once the bus(es) is ordered and school system receives an invoice, please complete Request for Reimbursement including the following:
  - [Request for Reimbursement Form](#)
  - Invoice
  - [Scrapping Certificate](#) and supporting documentation for each bus being replaced. In addition to including this in your Request for Reimbursement task, please have your vendor e-mail this certificate immediately upon completion to gfr@azdoa.gov.
    - *Special Circumstances/Hardships Statement: If you are unable to submit the scrapping certificate at the time of purchase, please provide us with a brief statement explaining why this is a hardship and the anticipated date of delivery of the new bus; scrapping certificate and supporting documentation must be provided within 30 days of delivery of the new bus. All statements will be reviewed and will be approved on a case-by-case basis.*
- If required, complete and submit a W-9 form in eCivis (schools required to submit this form will be notified and assigned a task in eCivis)
- Once these tasks are completed, upload your Request for Reimbursement in eCivis for approval.

The expected time for reimbursement of funds is two weeks; for school systems registered in AFIS, the payment will be made by ACH. For those school systems that cannot receive funds in AFIS, a check will be mailed.