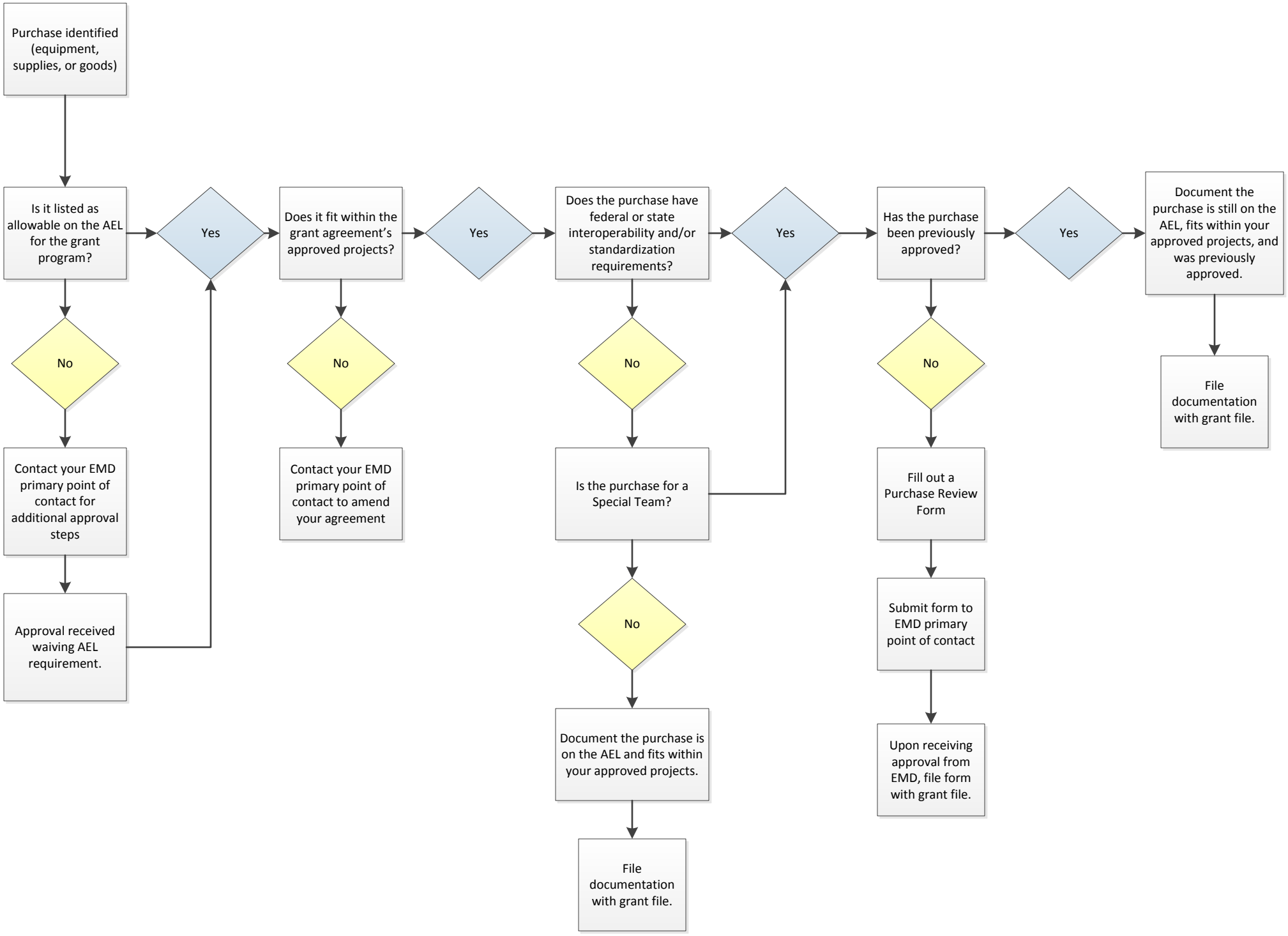
Purchase identified (equipment, supplies, or goods)
Is it listed as allowable on the AEL for the grant program?
Yes
No
Contact your EMD primary point of contact for additional approval steps
Approval received waiving AEL requirement.
Does it fit within the grant agreement's approved projects?
Yes
No
Contact your EMD primary point of contact to amend your agreement
Does the purchase have federal or state interoperability and/or standardization requirements?
Yes
No
Is the purchase for a Special Team?
No
Document the purchase is on the AEL and fits within your approved projects.
File documentation with grant file.
Has the purchase been previously approved?
Yes
No
Fill out a Purchase Review Form
Submit form to EMD primary point of contact
Upon receiving approval from EMD, file form with grant file.
Document the purchase is still on the AEL, fits within your approved projects, and was previously approved.
File documentation with grant file.