

School Transportation

School Bus Purchase Program

Update: 12/04/17

Instructions: EFT-18 Superintendent Authorization to Purchase Bus (intent to purchase)

1. Log into NEO, select Transportation module
2. Hover over "Vehicle Inventory and Requests" (dark blue area top of screen), select "Bus Request Summary"
3. Select "Purchase Fiscal Year:" e.g., 2018
4. Look for the column heading "Superintendent Authorization Date."
 1. If a **superintendent authorization date** is listed for that vehicle approval, the purchase authorization is complete and the EFT-20 School Bus Purchase Report is the next step when the new bus arrives (see separate instructions for the EFT-20 School Bus Purchase Report).
 2. If the cell is **blank or N/A**, click on "Details"
5. Scroll to the bottom of the page and click "**Superintendent Authorized for Purchase.**" The superintendent is the only person who is able to see the authorization button due to NEO permission.
6. After the superintendent authorization is complete you will see a time date stamp, for that approval, on the "Bus Request Summary" screen.

Per M.R.S. Title 20-A §6801-A §§2, the Department has authority to withhold state subsidy until reports are received.

If you have a technical problem please contact the Maine DOE Helpdesk at medms.helpdesk@maine.gov