

School Transportation

School Bus Purchase Program

Update: 12/04/17

Instructions: EFT-19 School Bus Cancel Approval Report

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. click "Details" for the bus in question (far right of screen)
5. Scroll to the bottom of the screen and select "**Cancel Bus Request**"
 - The button will display for users who have business manager "permission" in NEO Transportation
 - "Permissions" must be authorized by the district superintendent
 - Contact the Maine DOE helpdesk if you have questions about your NEO Transportation "permission"
6. When the cancellation is complete the Department Allocation Report will be update

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

Thank you for your attention to this important matter.