	EANS Program Inventory Cover Sheet	
Please enter the following school inform	nation	
Name of School:		
Street Address:		
City:		
State:		
Zip Code:		
School Phone Number:		
School Email Address:		
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	Authorized Representative of the School Name:	
	Phone Number of Authorized School Representative:	
	Email Address of Authorized School Representative:	
	Date of Submission:	
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Emergency Assistance to Nonpublic Schools (EANS) Inventory Form

Use this form to document supplies provided through the EANS Reimbursement program and valued at greater than \$5,000, or have an aggregate value greater than \$5,000. For the length of the time that the supplies are in use, the NMPED must retain the title to, and must maintain administrative control over, the items. Every two years, EANS participants will be required to complete this EANS Inventory Form to verify inventoried items. Instructional Notes: Complete the EANS Inventory Cover Sheet along with this inventory form and submit to EANS.info@state.nm.us.

Select Allowable Use For Reimbursement (from pull-down menu)	Description of Item	Number of items	Total Purchase Price of Item(s)	Date of Purchase	Serial Number (if applicable)	Location of item (address)	Select use	Select condition (from pull- down menu)	Physical Inventory (Initial & Date)
							Continued use under EANS		
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Emergency Assistance to Nonpublic Schools (EANS) Inventory Form

Use this form to document equipment provided through the EANS Reimbursement program and valued at greater than \$5,000. For the length of the time that the equipment are in use, the NMPED must retain the title to, and must maintain administrative control over, the items. Every two years, EANS participants will be required to complete this EANS Inventory Form to verify inventoried items. Instructional Notes: Complete the EANS Inventory Cover Sheet along with this inventory form and submit to EANS.info@state.nm.us.

Select Allowable Use For Reimbursement (from pull-down menu)	Description of Item	Number of items	Total Purchase Price of Item(s)	Date of Purchase	Serial Number (if applicable)	Location of item (address)	Select use	Select condition (from pull- down menu)	Physical Inventory (Initial & Date)
							Continued use under EANS		
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Emergency Assistance to Nonpublic Schools (EANS) Disposition Form

Use this form to document the disposition of equipment and supplies provided through the EANS Reimbursement program and valued at more than \$5,000, or have an aggregate value greater than \$5,000. Disposition may be due to loss, theft or damage (indicate reason using the drop-down menu). Instructional Notes: Complete the EANS Inventory Cover Sheet along with this disposition form and submit to EANS.info@state.nm.us.

Description of Item	Vendor name	Number of items	Total Purchase Price of Item(s)	Date of Purchase	Serial Number (if applicable)	Date of Disposition	Select disposition reason (from pull-down menu)	Reported By:	Was police report filed? If yes, please provide Name of Police Department, Date of Report, and Case #.



Ion-Public Schoo	Program	Authority
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Print Name:

Signature and Date:

EANS Program Monitor (PED)

Print Name:

Signature and Date:

EANS - Inventory Monitoring Form						
Non-Public School Name: Location (In-Person or Virtual) : Date and Time:						
EANS Inventory Form	Comments:					
EANS Equipment and Poperty Labeling	Comments:					
Location and Storage of Items	Comments:					
Check-In and Check Out System	Comments:					
Disposition Forms (If Applicable)	Comments:					
Additional Comments	Comments:					
Non-Public School Program Authority Print Name: Signature and Date:						
NEW MEXICO Public Education Department EANS Program Monitor (PED) Print Name: Signature and Date:	0					