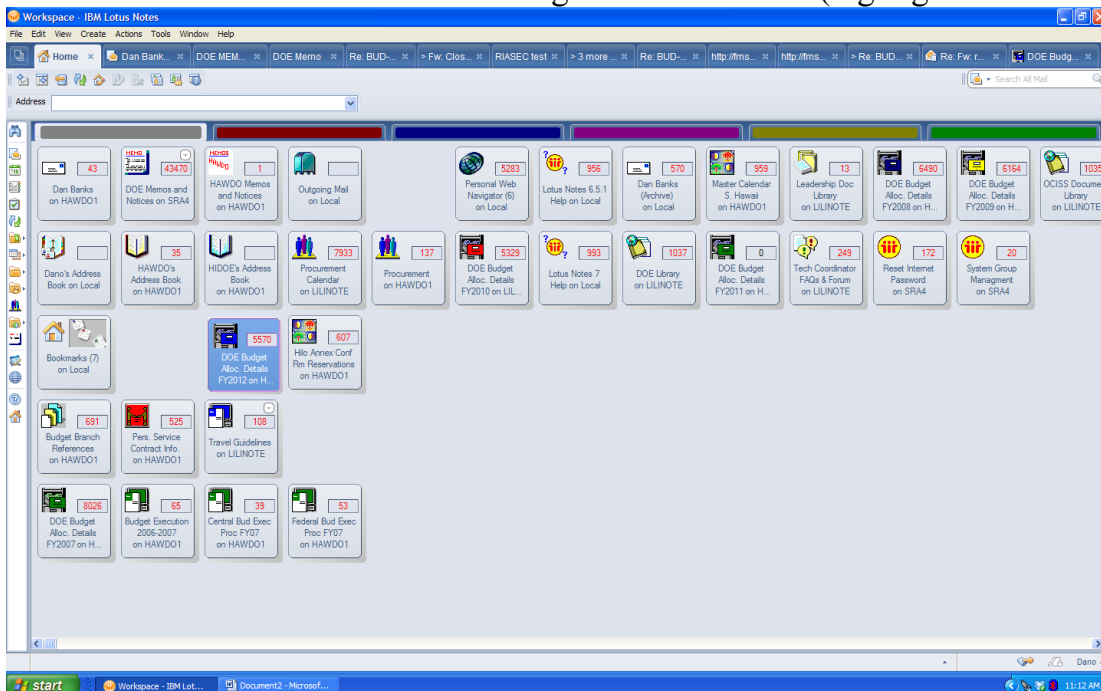


How to find the “Budget Allocation Notices”.

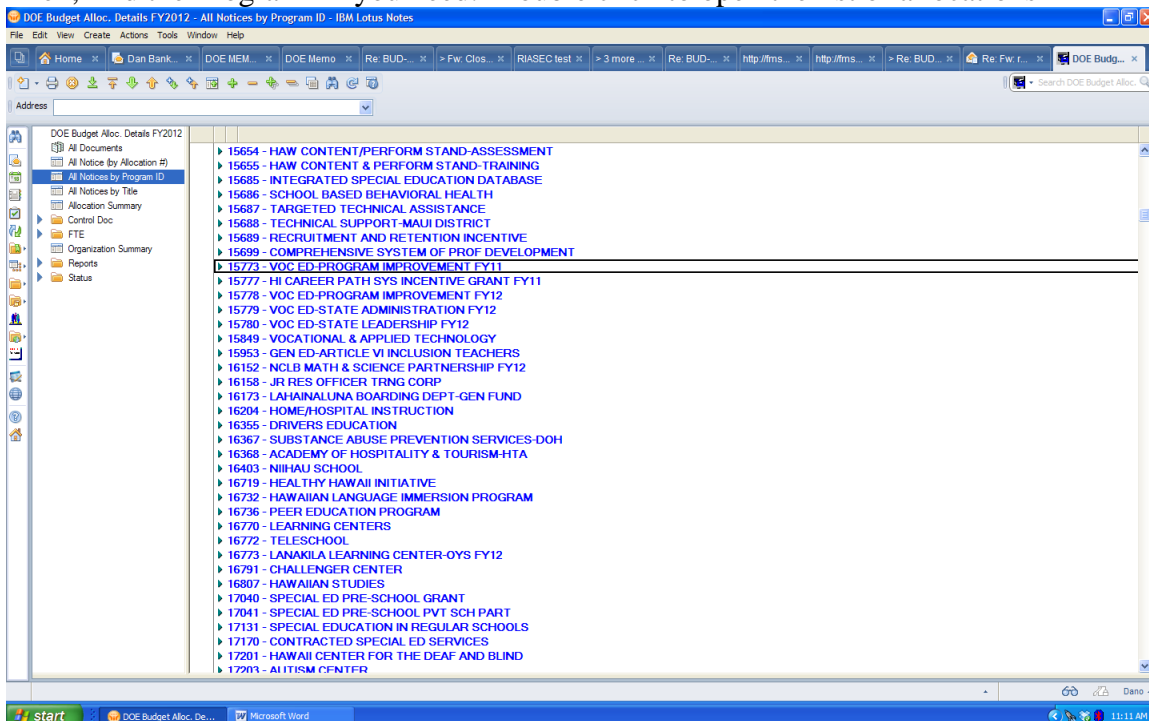
Go to your ‘HOME’ screen in lotus notes

Find the icon that is labeled “DOE Budget Alloc Details” (highlighted in blue below)

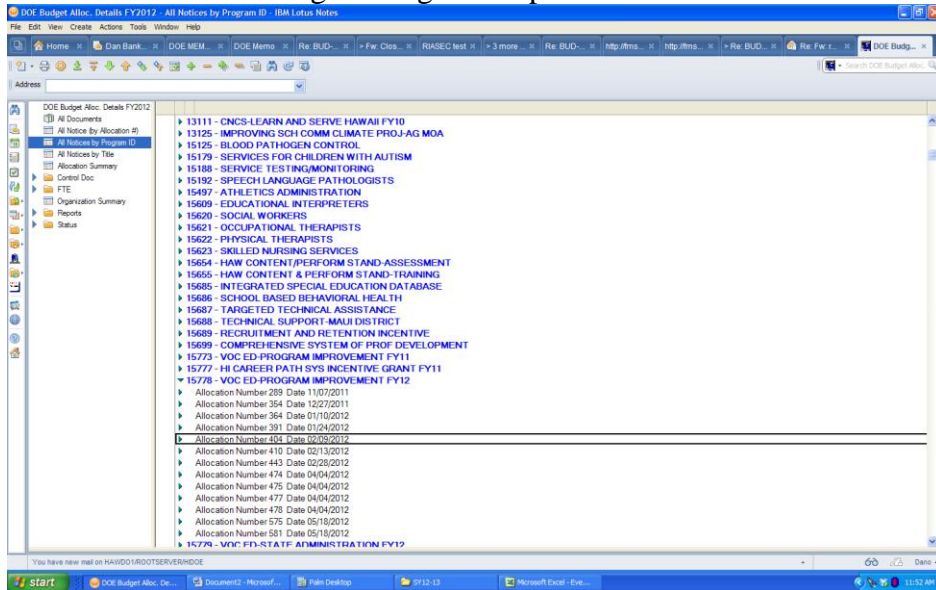


On the left, be sure you ‘click’ on “All Notices by Program ID”

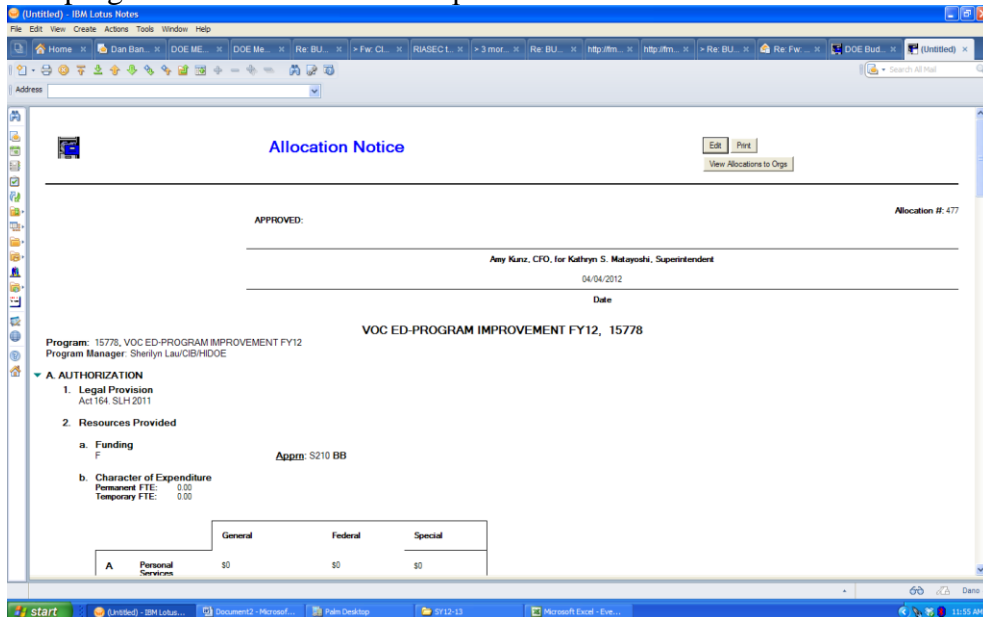
Then, find the Program ID you need. Double click to open the list of allocations



Double click on the Program to get a drop down of all allocations within that program.



The program allocation will then open



.... and you can scroll down to item #4 to view the allocation amounts within the notice and for which school the amount was directed (highlighted below)

