**Instructions: EFT-19 School Bus Cancellation 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**”
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.