

For Local Education Agencies



Overage Funds Process FAQs

What do I do if my district has excess funds from a disbursement?



If your district requested and received a disbursement but did not use the full amount, inform the Instructional Materials and Implementation Division about the overage, and keep the funds in your 410 account until you need to use them for allowable purchases.

Can I use the excess funds to make a larger purchase?



The next time you need to do a disbursement, if the cost is more than the money you already have at the district level, submit a disbursement in EMAT for the difference. In the description field of the new disbursement please provide the following information:

- ▶ The overage amount
- ▶ Transaction ID of the disbursement that the overage came from

What if I don't need additional allotment funds?



If the amount needed is less than what you have in the 410 account, then contact us through the [Instructional Materials and Implementation Help Desk](#) to let us know what you want to order. In the Help Desk ticket, please provide the following information:

- ▶ The overage amount
- ▶ Transaction ID of the disbursement that the overage came from
- ▶ Information that would normally be put in the disbursement request (title, product description, quantity, and price)



Learn More Today!

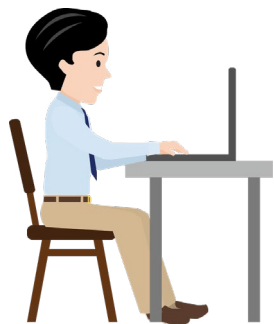
Visit tea.texas.gov/academics/instructional-materials for additional information.



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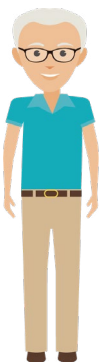
What if my overage funds are from freight?



If any of the overage funds are related to freight costs, districts must send a refund of the unused funds to TEA by using the “Freight Refund” link on the district start page in EMAT.

Please see the [Overage Funds training](#) on the [EMAT Training webpage](#) for more detailed instructions regarding overages and freight refunds.

Where can I find more information?



If you have questions or need assistance, please visit the [Instructional Materials website](#) or contact us through the [Instructional Materials and Implementation Help Desk](#).



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