



Overage Funds Process

FAQs for Local Education Agencies (LEAs)



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

If your LEA received a disbursement but did not use the full amount, inform the Instructional Materials team 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 in the 410 account, submit a disbursement in EMAT for the difference.

In the description field of the new disbursement, please provide the following:

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



What if my overage funds are from freight?

If any of the overage funds are related to freight costs, LEAs must send a refund of the unused funds to TEA by using the "Freight Refund" link on the LEA start page in EMAT. For more details regarding overages and freight refunds, please see the [Overage Funds training video](#) on the [EMAT Training webpage](#).



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](#).



Learn More Today!

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