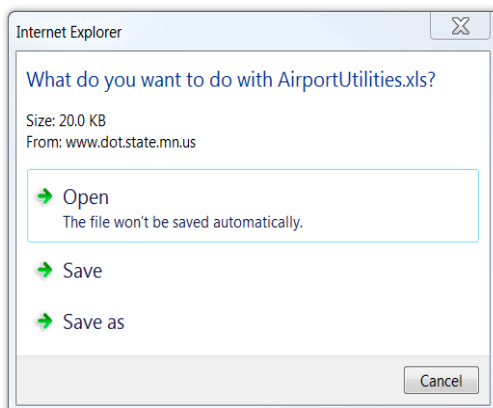


Instructions for Completing Maintenance and Operation (M & O) Reimbursement Request Forms

1. Access our web location: <http://www.dot.state.mn.us/aero/airportdevelopment/mando.html>
2. Click on one of the forms that you need:
 - Maintenance by Airport or Municipal Employee, or Contracted Maintenance
 - Janitorial Services
 - Airport Utilities
 - Telephone
 - Parts and/or Supplies
 - Training
 - Audit
 - Property and Liability Insurance
 - Insurance on Maintenance Equipment
 - Fuel for Maintenance Equipment
 - Trash
 - Security
 - Service Contract for Equipment Maintenance
3. For example, if you choose Airport Utilities, the following box will appear:



4. Choose **SAVE**. Name your file, and it will now be saved to your computer.
5. The following will appear on your computer screen:

The AirportUtilities (1).xls download has completed.

Open

Open folder

View downloads

x

6. Click on the arrow next to **OPEN**, select **OPEN WITH**, choose **MICROSOFT EXCEL**.
7. Any questions, please contact Jenny Bahneman at jenny.bahneman@state.mn.us.