How to download SWaM Expenditure report
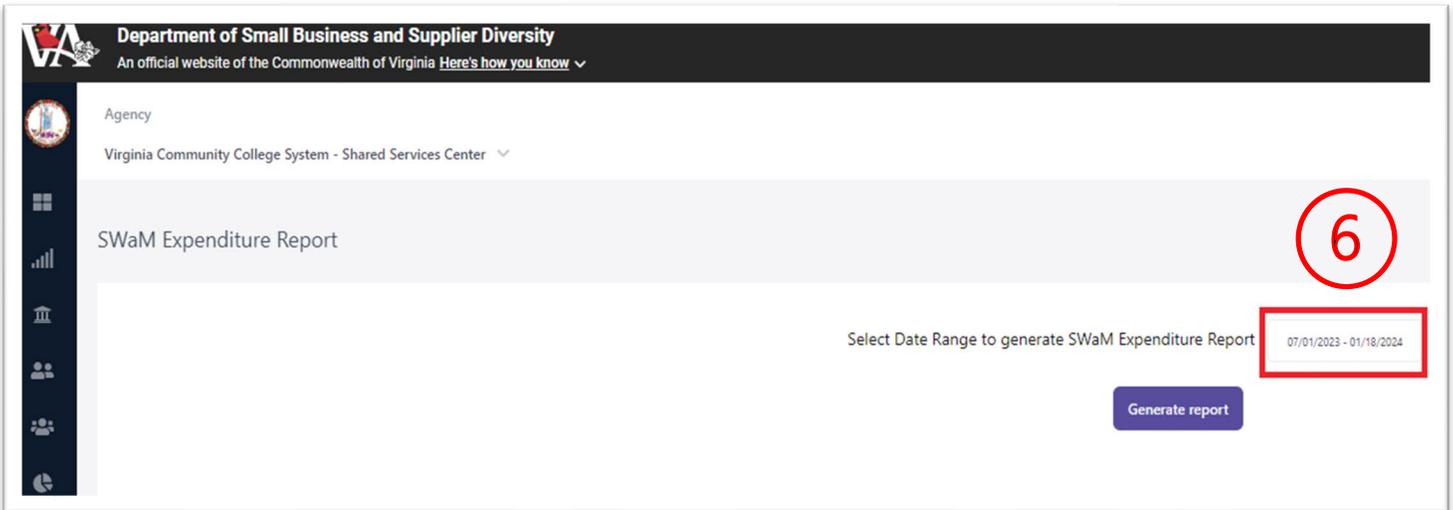
1. [Open Department of Small Business and Supplier Diversity](#) expenditure dashboard
2. Click on **E** icon found toward the botom of the navigation panel on left side of page to access SWaM Expenditure Report

3. In the **Agency** drop down menu, select **Education**
4. Then select **Virginia Community College System**
5. Then select the appropriate VCCS agency (e.g., Blue Ridge Community College or Virginia Community College System – Shared Services Center)
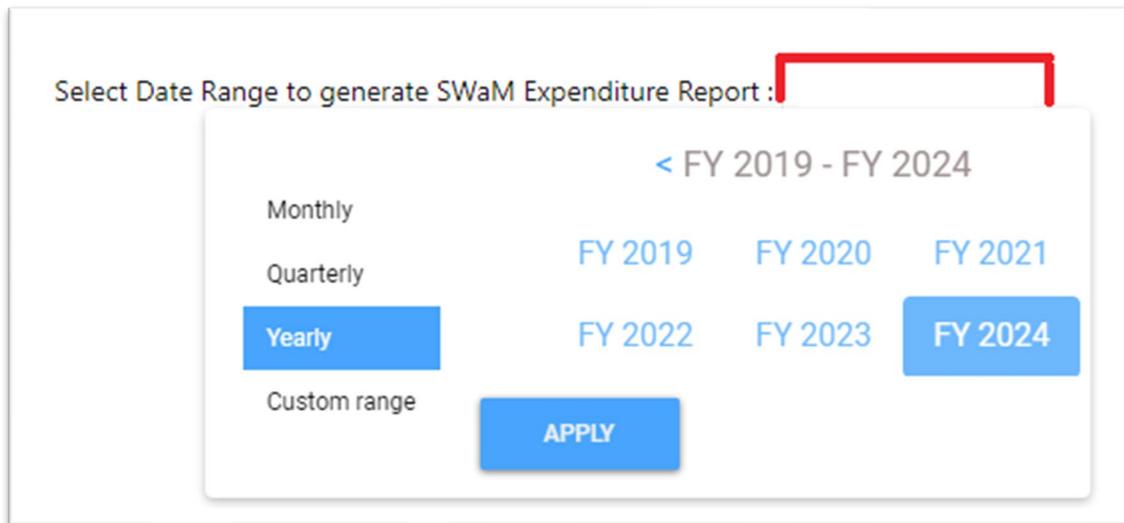
6. Select **date range**

7. Click **Generate report** button
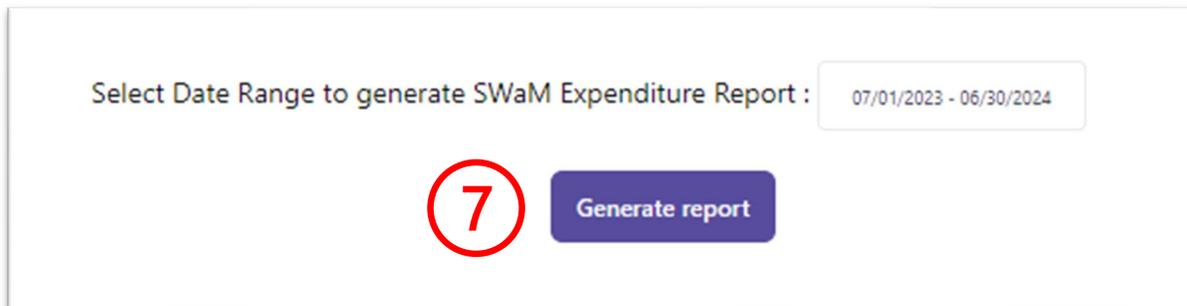
8. PDF file will be automatically generated and downloaded to your computer