

	Project #		Contract #									
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; height: 20px;"></td> <td style="width: 50%; height: 20px;"></td> </tr> </table>			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; height: 20px;"></td> <td style="width: 50%; height: 20px;"></td> </tr> </table>			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; height: 20px;"></td> <td style="width: 25%; height: 20px;"></td> <td style="width: 25%; height: 20px;"></td> <td style="width: 25%; height: 20px;"></td> </tr> </table>					
Agency Code:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; height: 20px;"></td> <td style="width: 50%; height: 20px;"></td> </tr> </table>			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; height: 20px;"></td> <td style="width: 50%; height: 20px;"></td> </tr> </table>			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; height: 20px;"></td> <td style="width: 50%; height: 20px;"></td> </tr> </table>					
Funding Source:	_____											
Agency Name:	_____											
Mailing Address:	_____											
	Street											

	City	State	Zip Code									
Contact Person:	_____		Telephone: _____									
E-Mail Address	_____											
		<table border="1" style="width: 40px; height: 20px; margin: auto;"> <tr><td style="width: 20px;"></td><td style="width: 20px;"></td></tr> </table>			<table border="1" style="width: 40px; height: 20px; margin: auto;"> <tr><td style="width: 20px;"></td><td style="width: 20px;"></td></tr> </table>							
		MONTH	YEAR									

CHIEF ADMINISTRATOR'S CERTIFICATION
I hereby certify that all information reported herein is true and accurate.

Date: _____ **Signature:** _____

1. Amount of Approved Budget (Include approved amendments)	\$
2. Project Payments Received to Date	\$
3. Project Cash Expenditures to Date	\$
4. Cash Expenditures Anticipated During Next: <input type="checkbox"/> Month <input type="checkbox"/> Quarter	\$
5. Additional Funds Requested (Entries 3 plus 4 minus 2)	\$

FOR DEPARTMENT USE ONLY			
	Fiscal Year	Payment Split	
Voucher # _____	_____	\$ _____	
	_____	\$ _____	
	_____	\$ _____	
Finance: <table border="1" style="display: inline-table; width: 60px; height: 20px; vertical-align: middle;"><tr><td style="width: 60px;"></td></tr></table> Log		_____	\$ _____
<table border="1" style="display: inline-table; width: 60px; height: 20px; vertical-align: middle;"><tr><td style="width: 60px;"></td></tr></table> MIR		_____	\$ _____
	_____	\$ _____	

INSTRUCTIONS

This report must be completed for each approved Federal or State Grant funded through the State Education Department. Send one signed original of this report directly to the Grants Finance Unit for each project. (See the filing requirements below for Special Legislative Projects.)

A first payment is made automatically upon initial approval of a project application and budget. In order to receive additional funds, this report must be filed until the project has terminated or payments of 90 percent of the total project budget have been made.

To facilitate processing, it is requested that this report be filed with this Department no later than 10 days after the end of the report period.

Report all dollar amounts in whole dollars only.

FILING SCHEDULE

Projects \$100,000 and less:	This report should be filed at the end of each calendar quarter beginning with the quarter during which the first project payment is received.
Projects greater than \$100,000:	This report should be filed at the end of each month after the first project payment is received.
Special Legislative Projects only:	For Special Legislative Projects, one original and one copy are needed. This report should be filed when the agency has incurred expenditures equal to 75% of the approved budget total. Upon SED approval a payment will be processed equal to 50% of the approved budget total.