



## INSTRUCTIONS FOR COMPLETING THIS FORM

1. **Grantee Name and Address:** Enter the name and address of the grantee.
2. **Grant Number and Grant Name:** Enter the grant number and grant name used by the Department of Administration
3. **Report Number:** Enter the report number. The first report would be number 1, the second would be number 2, etc.
4. **Final Report:** Mark the appropriate box.
5. **Report Period:** Enter the month, day and year of the beginning and ending dates for which this report is prepared.
6. **Payment Request**
  - Line A** Enter expenditures that were reported on previous reports. This Line will be *Line C* from the previous financial report.
  - Line B** Expenditures are the sum of actual cash disbursements for goods and services and amounts owed or accrued for payment if the payment is due within 30 days. This would include monthly payroll. If an obligation is made but is not due for in excess of thirty days it cannot be claimed as an expenditure until such time as the due date is within thirty days of the date the report is submitted.
  - Line C** This amount will be the sum of *Line A* and *Line B*
  - Line D** This is the total grant amount.
  - Line E** This is the total amount of state payments received. This amount includes the advance payment.
  - Line F** This is the difference between *Line D* and *Line E*
  - Line G** This is the difference of *Line C* and *Line E*, once the total expenditures exceed the state payments to date.
7. **Remarks:** This space is provided for any notes, comments or explanations the grantee wishes to make.
8. **Expenditure Detail:** List all expenditures made during the report period. The total of the listed expenditures must equal the amount that appears on *Line B* of the payment request.