Advance funding should be requested only when the Subrecipient has an imminent and specific need to expend project funds.

Cash advances must be spent within 30 days of receipt. An expenditure claim for advance funding must be submitted to the

Department within 45 days of advance funding receipt. Any advance funding not spent within 30 days of receipt shall be refunded

to the Department.

Justification of need and budget description:

Date:

Signed: Participating Agency Chief Financial Officer or Designee

|  |  |
| --- | --- |
| **REQUEST FOR CASH ADVANCE** | |
| **Program Name:** | **Contract #:** |
| **Recipient Organization:** | |
| **FEID Number:** | **Date of Request:** |
| **Address:** | **Cash Advance Request #:** |
|  | |
| **TOTAL CASH REQUESTED:** | **$** |

Printed Name of Chief Financial Officer

Or Designee