

## **INSTRUCTIONS**

### **INTERIM PAYMENT**

Once the contract governing the Special Legislative Grant has been approved and your agency wishes to request additional payments as reimbursement, please submit the following in order to do so. These forms may be used to claim up to 90% of the total grant. Beyond that, a Final Expenditure Report (SLP-10-F) must be submitted.

**Interim Payment Requests** – Reimbursement for expenses.

Submit:

- 1.) **Two** copies of a completed **SLP-25 Interim Project Expenditure Report**.
  - a. Make sure at least one copy includes an **original signature** for the authorized agency official.
  - b. Be sure to reflect the **exact** time period during which your expenditures were incurred, and **DO NOT** reflect the entire contract period.
  
2. **Two** copies of a **State Aid Voucher** (complete only boxes 2, 4, 6, & 8)
  - a. the "Description of Charges" Section of Item 6 should be completed with the following phrase: "See Attached Interim Project Expenditure Report for approved Contract # \_\_\_\_\_ and
  - b. the amount entered on the "Total" line should agree with the amount appearing on the "Total" line of the accompanying completed Interim Project Expenditure Report.
  - c. Make sure at least one copy includes an **original signature** for the authorized agency official.
  
3. **Retain a photo copy of all forms for your files.**

**PLEASE MAIL TO:**

**New York State Education Department  
Bureau of Fiscal Management P.O. Box 7256  
Albany, NY 12224**