

SPECIAL LEGISLATIVE GRANT CONTRACT INTERIM PAYMENT  
GUIDELINES  
(PRIVATE AGENCIES)

***“Before You Mail” Checklist*** 

***“Before You Mail”*** your Grant Interim Payment Request, please use the CHECKLIST  below to make sure that you included ONE ORIGINAL AND ONE COPY (two in total) of each of the following.

Your Grant Interim Payment Request must include:

-  A “Interim Project Expenditure Report” (SLP-25) with an ORIGINAL SIGNATURE;
-  A completed “State Aid Voucher”, with an ORIGINAL SIGNATURE, so that you can receive the interim payment.
-  Be Sure to mail to:

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