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
Special Legislative Projects
89 Washington Avenue – Room 136 EB
Albany, NY 12234