

## **INSTRUCTIONS**

### **OPTIONAL INTERIM PAYMENT**

**NOTE: If you have fully expended the total amount of the project you should submit a Final Expenditure Report (FS-10-F), and do not need to file a FS-25.**

Submitting an **optional** second payment request on an approved Special Legislative Project:

1. **Form FS-25 Request for Funds for a Federal or State Project:** Complete and submit this form when actual project expenditures are up to but do not exceed 90% of the approved FS-10 Budget total.
  - A. Only fill in sections **1, 2, 3,** and **5,** Special Legislative Projects **can not** pay for anticipated expenditures.
2. **MAIL:** **Three (3) completed** copies of the FS-25 should be completed including **two (2) FS-25s with an original signature** for your agency's Chief Administrator.
3. **Retain a photo copy of all forms for your files.**

**Please mail to:**

**New York State Education Department  
Special Legislative Projects Unit  
89 Washington Avenue – Room 136 EB  
Albany, N.Y. 12234**