

**SPECIAL LEGISLATIVE PROJECT INTERIM PAYMENT REQUEST
GUIDELINES
(Public AGENCIES)**

"Before You Mail" Checklist 

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

Your Grant Interim Payment Request must include:



A "Interim Project Expenditure Report" (FS-25) with an ORIGINAL SIGNATURE;



Mail To:

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