

	<b>Project #</b>		<b>Contract #</b>	
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Agency Code:</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Funding Source:</b>	_____			
<b>Agency Name:</b>	_____			
<b>Mailing Address:</b>	_____			
	Street			
	_____			
	City	State	Zip Code	
<b>Contact Person:</b>	_____		<b>Telephone:</b>	_____
<b>E-Mail Address</b>	_____		<input type="text"/>	<input type="text"/>
			MONTH	YEAR

**CHIEF ADMINISTRATOR'S CERTIFICATION**

*By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements, and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal (or State) award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative penalties for fraud, false statements, false claims, or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).*

**Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

1. Amount of Approved Budget (Include approved amendments)	\$
2. Project Payments Received to Date	\$
3. Project Cash Expenditures to Date	\$
4. Cash Expenditures Anticipated During Next Month	\$
5. Additional Funds Requested (Entries 3 plus 4 minus 2)	\$

**FOR DEPARTMENT USE ONLY**

	Fiscal Year	Payment Split
<b>Voucher #</b> _____	_____	\$
	_____	\$
	_____	\$
<b>Finance:</b> <input type="text"/>	_____	\$
<b>Log</b>	_____	\$
<input type="text"/>	_____	\$
<b>MIR</b>	_____	\$

### Instructions

Use this form to request funds from a grant approved by the State Education Department. Before submitting a request to Grants Finance, local agency staff must have a clear understanding of the policies and procedures regarding payments for federal and State grants. The Department will consider the Chief Administrator's signature on the form to be confirmation of the agency's knowledge of and agreement to meet the requirements. The requirements that must be met in order to receive funds using form FS-25 are addressed in Grants Finance's Fiscal Guidelines for Federal and State Grants at <http://www.oms.nysed.gov/cafe/guidance/>.

Please review your agency's budget, amendment, expenditure and payment records prior to completing the FS-25.

Line 1 - Amount of Approved Budget: Enter the total amount of the approved budget plus any approved budget amendments.

Line 2 – Project Payments Received to Date: Enter the total of any payments received by the agency for this particular grant.

Line 3 – Project Cash Expenditures to Date: Enter the total amount of actual expenditures made under this grant.

Line 4 – Cash Expenditures Anticipated During the Next Month: Request only what is needed to support grant activities during the next month, minimizing the time between receipt of the funds and disbursement. Enter zero if the grant program is reimbursement only or if your agency is receiving payments on a reimbursement-only basis.

Line 5 – Additional Funds Requested: Add lines 3 and 4, then subtract 2. Enter the result in line 5. If line 5 is zero or less, do not submit a form FS-25.

Please use whole dollar amounts.

Send one copy with original signature directly to Grants Finance for each grant. For Special Legislative Projects, send one original and two copies to Grants Finance.