Instructions: Please fill out the form below and email it (in a word document) to: [karen.conway@education.ky.gov](mailto:karen.conway@education.ky.gov). Once a project/grant number is assigned the document will be completed and emailed back to you with the new project/grant number to include in your correspondence to the district.

Name of Requestor:

Phone Number/Ext.:

Email Address:

Date Submitted:

Date Needed by:

Review of Request:

1. Is project/grant state monies? If no, go to #2. If yes, please fill out the state grant information below.
2. Is project/grant federal monies? The State Auditor’s Office has asked for us to be consistent with the funding naming conventions for reporting purposes. For reporting purposes if a project has a name as extension to the original funding, please include the full title of funding plus the extension so that it is set up correctly in Enterprise ERP Munis (Some state agencies disburse federal project/grant monies so it would need to be a federal project/grant unless it meets a special status for reporting.)

STATE GRANT:

| **Agency/Office** | **Program Title** | **Contact Person of Federal Grant (program person)** | **Project/Grant # assigned** |
| --- | --- | --- | --- |
| 1. |  |  |  |
| 2. |  |  |  |

FEDERAL GRANT:

| **ALN #** | **Agency/Office** | **Program Title** | **Contact Person of Federal Grant (program person)** | **Project/Grant # assigned** |
| --- | --- | --- | --- | --- |
| 1. |  |  |  |  |
| 2. |  |  |  |  |

***For Office Use ONLY***

| ***Description of Task*** | ***Date*** |
| --- | --- |
| ***Date completed*** |  |
| ***Emailed information to requestor*** |  |
| ***Added to the COA project/grant list*** |  |