



## Cash Request Instructions

### Overview

The Cash Request is used to request cash by program and year for a specific time period.

- Multiple cash requests may be made each year.
- Monthly cash requests are recommended.
- Cash requests submitted to the Office of Public Instruction (OPI) by the 25<sup>th</sup> of one month will be paid on the 10<sup>th</sup> of the following month.

The user will select the Object Code(s) and enter a description of the costs for which cash is requested. Request cash as a reimbursement for any completed purchases for which cash was not previously requested and/or for the estimated minimum amount needed in that month for actual immediate cash required to carry out the purpose of the approved project. Limit cash requests to the amount needed to pay for grant activities through the next payment date, to avoid having excess cash on hand.

**NOTE:** The total amount requested for any given object code may exceed the allocation/budget amount for that line by up to 50%. However, total cash claimed for all object codes may not exceed the total allocation/budgeted amount for the project. Multiple lines may be used to request cash and explain costs under any given Object Code.

A vendor invoice number is generated by the E-Grants system. It begins with the last three digits of the LE number, followed by a two-digit year, two-digit month and an incremental sequence number for the month.

### How to Prepare a Cash Request

1. Press the **Create New Request** button.
2. To view a description of Object Codes, click "Description of Object Codes."
3. Under Object Code, select a code from the pull down menu. The object codes used to request cash should be those codes used on your grant budget.
4. Enter a brief description of the cost you are claiming cash to cover. For example, a description for object code 100 salaries might be, "April teachers' salaries for Title IA."
5. Enter the Cash Request amount.
6. Click **Calculate Totals**. The Final Approved Budget amount will display. That is the total budgeted under this object code on the grant budget.
  - You may request up to 50% more than the amount budgeted for an object code. To request more than 50% over the amount budgeted for an object code, you'll need to submit an amended budget.
7. To create additional lines, click **Create Additional Entries**.

8. **Indirect Cost:** When an amount is entered for objects other than 700 Property and Equipment, the corresponding indirect cost draw will be calculated and added to the total cash request.
9. Enter the **End Period Expense** date.
  - For a reimbursement, enter the last day of the month for which you are claiming reimbursement.
  - For an advance, enter the last day of the next month. Payments requested by the 25<sup>th</sup> of one month are made on the 10<sup>th</sup> of the following month. Request only enough cash to cover costs through the date of the next month's payment, in order to comply with federal cash management regulations.
10. To delete a cash request line for an object code, click the **Delete Row** box to the right of the line and click **Save Page**. It will be deleted when the page is saved.
11. Under **Recap** at the bottom of the page:
  - Grant Award (Allocation) – Displays current allocation
  - Approved budget -- Displays currently approved budget, including any approved amendments to the budget.
  - Amount Paid To Date – Displays payments that have been made by OPI
  - Expenses to Date – Since only one expenditure report is required to be submitted at the end of the grant period to close the project, this will normally display \$0.
  - Balance Due LEA – NOT USED
  - Funds on Hand – NOT USED
12. Click **Save Page**. Correct any errors and resave.
13. Click **Submit**. The cash request is submitted to the OPI for approval.
  - The submit button is only available to users with 'submit' authority (i.e., Authorized Representative or Financial Business Manager security rights).