

INITIAL CASH REQUEST

Program Name:
Implementing Agency:
FEIN #:
GATA ID #:

I am requesting an initial cash request of \$ _____ as permitted in Interagency Agreement # _____

Implementing Agency

Signature of Authorized Official _____

Printed Name: _____

Title: _____

Date: _____

*Instructions for completion on reverse side

For ICJIA use only

Designation Amount: \$ _____

Grant Program Performance Period From: _____ To: _____

Requested Disbursal \$ _____

Grant Specialist's Signature

Date

Supervisor's Signature

Date

INITIAL CASH REQUEST INSTRUCTIONS

- Form should be completed by Implementing Agency; an implementing agency is the legal entity that receives state funds.
- Enter Program name, Implementing Agency name, GATA ID number, FEIN number and agreement number on the lines provided.
- Enter amount of cash advance necessary to pay for program start-up costs. In calculating this figure, consider equipment purchases that will take place immediately and personnel costs for the first three months of the program. Implementing agencies should anticipate a delay of approximately 4-6 weeks from the submission of the request until the receipt of the State warrant.

Federal regulations require that implementing agencies request only the minimum amount of cash necessary to pay bills in a timely fashion. Funds should be requested only for those obligations that can be liquidated within 45 days, unless ICJIA provides explicit exemption as allowed by the funding source. ICJIA reserves the right to adjust cash requests as seen necessary. If the implementing agency anticipates an inordinate expenditure of funds during the initial period, an explanation should be attached.

- Obtain signature of authorized official and provide the individual's title, program name, and Implementing Agency FEIN (Taxpayer ID) number on the lines provided.
- Return the signed document to your Grant Specialist at the Illinois Criminal Justice Information Authority.