



FOR OFFICE USE ONLY

Approved

Not Approved

Source: _____

CASH REQUEST - PrimeTime

Sponsoring Organization: _____

Grant/Contract number: _____

Check payable to: _____

Duns number: _____

Mail check to: _____

Project Director: _____

Printed name

Signature

Date

Total Award Amount _____

Cash Request Type:

Initial

Interim

Final - All required final reports must accompany final cash request.

Cash Request Instructions:

All payments will be made according to the schedule below unless otherwise indicated in the Sponsoring Organization's Affiliate Agreement.

Repeat Programs (single program): Funds will be dispersed in two installments: Initial and Final

- Initial cash request may be submitted anytime after signed Agreement is in effect and all conditions are met. Initial request may equal up to 90% of total award but may not exceed \$1,500.
- Final payment will be made on a reimbursement basis when the required final reports have been submitted and approved. Final Financial Report and cash request must be submitted within 4-weeks of program conclusion.

Partnership Agreements (series of 3 programs): Funds will be dispersed in three installments: Initial, Interim, and Final

- Initial cash request may be submitted anytime after signed Agreement is in effect and all conditions are met. Initial request may equal up to 45% of total award.
- One interim cash request may be made for up to 45% of the total award and should be submitted at the conclusion of the first six-week PrimeTime program.
- Final payment of up to 10% of the total award will be made on a reimbursement basis at the conclusion of the third six-week program. Final cash request and all required final reports must be submitted within 4-weeks of series conclusion.