

Advance Payment Request Instructions

1. **WIRE TRANSFER INSTRUCTIONS** All grant reimbursements will be sent to you via wire transfer. Your banking institution's transfer instructions must contain an issue date within the calendar year funds are requested, the bank name, account name, account number, routing number, and any additional instructions. Your internal instructions or voided checks will not be accepted.
2. **APPROVED PROJECT BUDGET** Submit a copy of the budget that was included with the signed grant agreement or approved project modification (if applicable).
3. **ADDITIONAL INFORMATION** Please confirm with your Grants Officer if any additional documentation will be necessary to process your Advance Payment Request.

End of Fiscal Year Requirements

To properly account for its grant expenditures, GOCO requires an annual report of grantee expenses funded by GOCO's advanced payment. Each year, the fiscal agent is required to complete and submit an Actual Expense Worksheet, reporting expenses paid during GOCO's fiscal year, which runs from July 1 through June 30. By July 31, the fiscal agent must submit the worksheet and supporting documentation for your 3 greatest expenses. Supporting documentation can include invoices submitted to the grantee or fiscal agent, payroll reports for personnel expenses, and wire or other proof of payment documentation. Please note that supporting documentation for additional expenditures may be requested by GOCO and/or GOCO's auditors. If there are no expenditures related to advanced grant funding as of June 30, please submit a narrative explaining why. GOCO may elect to have the grantee report at our fiscal year end OR when the grant closes out.