



E-Grants Cash Request Template

- ✓ Object Code
- ✓ Use of Funds
 - ✓ This must match what is already in the grant budget/amendments
- ✓ Expenditure Description:
 - ✓ For the purpose of / to purchase [xxxx]
 - ✓ In response to [xxxx related to covid]
 - ✓ To prevent [xxxx related to covid]
 - ✓ To prepare for [xxxx related to covid]
 - ✓ Specifically, how does it relate to **student gains**?
 - ✓ This all must match what is already in the grant budget/amendments
- ✓ \$\$ Amount

Cash Requests need to use the same language as the Budget / Amendments, so make sure you are consistent!

We recommend using a Project Scope/Word Document to keep all your information in, and then copy-and-paste from that into your Budget/Amendment/Cash Requests.

If your Cash Request involves an item/project over \$5k and the [OPI preapproval process](#), you must also include this language: **Project Title (Board approved mmmmy, OPI approved mmmmy).**



ESSER - Elementary and Secondary School Emergency Relief

See in this example how the Budget and Cash Request language is the same!

Budget:

600 Supplies	10 Instruction	Supplemental Learning	10-Instruction - cost for supplies to provide summer time programming focused on Math enrichment in order to address the personal and academic challenges Montana students face that have been exposed and exacerbated by the covid-19 pandemic.
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Cash Request:

600	600 - supplies purchased for summer program and instruction in support of mitigating math learning loss due to pandemic and summer out of school time.	\$1,900	\$0	1900
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