



# **GRANT PAYMENT SYSTEM (GPS)**

## **QUICK START GUIDE**

## ACCESSING GPS

The Grant Payment System can be accessed through the following URL:

<https://cdeapps.cde.state.co.us/CDEAccess/login.jsp>

Once the user has accessed the URL he/she will arrive at the 'Colorado Department of Education – Single Sign-On' page. The user is prompted to enter his/her Username and Password.

## BASIC NAVIGATION

A menu bar provided at the top of the screen provides easy navigation through GPS.

**Note: Not all menu items will be available to all users. Your screen may vary slightly from the screen prints below.**



## Grant Search Menu

Selecting **Grant Search** followed by **Search** will populate a list of grants associated with the user's District and/or Administrative Unit.



## Grantee List Menu

Selecting **Grantee List** will provide total allocations associated with the user's District and/or Administrative Unit.

The screenshot shows the CDE (Colorado Department of Education) interface in a 'TEST ENVIRONMENT'. The user is logged in as 'Tim Kahle (CDE Administrator)'. The navigation bar includes 'Dashboard', 'Grant Search', 'Grantee List', 'Reports', 'Grant Administration', and 'System Administration'. The 'Grantee List' page is active, showing search filters for 'Organization Code' and 'Grantee Name', and buttons for 'Search' and 'Add a New Grantee'. Below the search area is a table with columns: Grantee, Status, Allocation Balance, Signover Balance, Transfer Balance, and Remaining Balance. The table currently displays 'No Grantees Found Matching Search Criteria'.

### ❖ Select 'grantee projects'.

This screenshot shows the search results for a grantee. The search criteria include 'Grantee Name' and a 'Search' button. Below the search area, the 'Search Results' table is displayed with columns: Grantee, Status, Allocation Balance, Signover Balance, Transfer Balance, and Remaining Balance. The results show one entry: '0880 - DENVER COUNTY 1' with an 'Active' status and an allocation balance of \$4,076,593.00. A red arrow points to the 'grantee projects' link in the 'Remaining Balance' column.

Grantee	Status	Allocation Balance	Signover Balance	Transfer Balance	Remaining Balance
<a href="#">0880 - DENVER COUNTY 1</a>	Active	\$4,076,593.00	\$0.00	\$0.00	\$4,076,593.00

### ❖ The Grantee Projects page.

The screenshot shows the 'Grantee Projects' page. It includes filters for 'Grants', 'Grant Projects', 'Grantee Project Status', 'Fiscal Agent', and 'CAS Code'. Below the filters is the 'Grantee Project Contact' section with fields for 'First Name', 'Last Name', 'Email', 'Phone', and 'Fax', along with 'Update', 'Clear Page For Add', 'Delete Project', 'Remove Project Contact', and 'Previous Page' buttons. The 'Grantee Projects' table has columns: Grant/Project, Total Allocation, Allocation Balance, Allocations, Transfers, and Signovers. The first row of the table is highlighted with a red arrow and a box labeled '1'. Below the table is the 'Budget Period' section with columns: Budget and Funds Requests. The 'Budget' and 'Funds Requests' columns are highlighted with boxes labeled '2' and '3' respectively. The 'Signovers' column in the table above is highlighted with a box labeled '4'.

- 1 Selecting a particular **grant**, allows the user to add a Grantee Project Contact for the chosen grant as well as populating the Project Period and Budget Period information.
- 2 Selecting '**view budget**' next to the correct fiscal year under the 'Budget Period' section, after clicking on the grant, allows the user to view the approved budget by Budget Period.
- 3 Selecting '**funds request**' next to the correct fiscal year under the 'Budget Period' section, after clicking on the grant allows the user to create a Request for Funds.
- 4 Selecting '**signovers**' allows the user to view Signover History.

## Reports Menu

Selecting **Reports** offers a list of available reports.

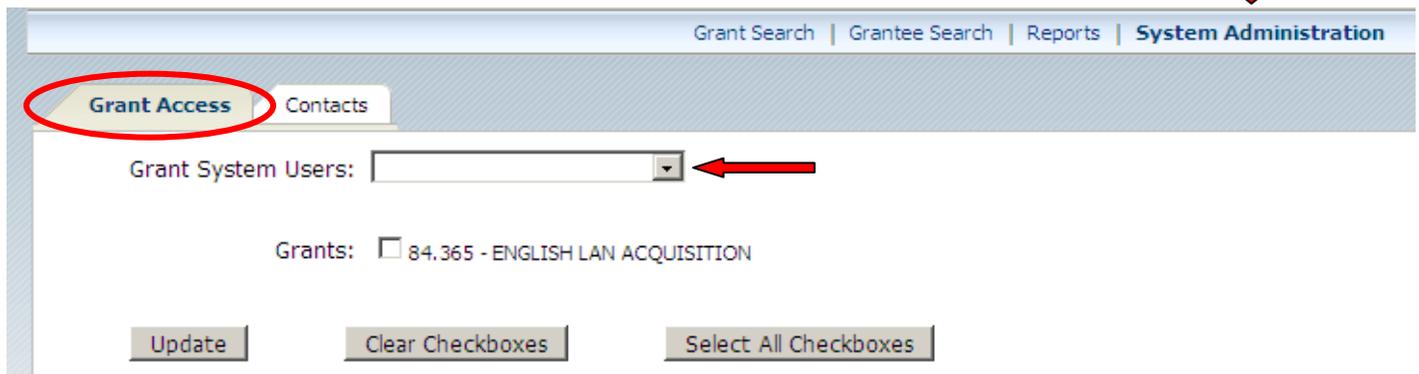
## System Administration Menu

Selecting **System Administration** provides the District Administrator with the ability to add or modify Grant Access and add or modify Contacts.

## ASSIGNING GRANT ACCESS

As a District Administrator you may assign or remove Grant Access to those with Grant Manager or Read-Only Security.

1. Select **System Administration** from the menu bar followed by the **Grant Access** tab. 



The screenshot shows the 'System Administration' menu bar with 'Grant Access' and 'Contacts' tabs. The 'Grant Access' tab is selected and circled in red. Below the tabs, there is a 'Grant System Users:' dropdown menu with a red arrow pointing to it. Underneath, there is a 'Grants:' section with a checkbox next to '84.365 - ENGLISH LAN ACQUISITION'. At the bottom, there are three buttons: 'Update', 'Clear Checkboxes', and 'Select All Checkboxes'.

2. Select a Grant System User from the drop down box.
3. Check the box associated with the grant for which you are adding access.
4. Select **Update**.

## REVIEWING BUDGETS

1. Select **Grantee List** from the menu bar (refer to page 3).
2. Select grantee projects.

Grantee	Status	Allocation Balance	Signover Balance	Transfer Balance	Remaining Balance		
<a href="#">0010 - MAPLETON 1</a>	Active	\$3,041,299.00	\$0.00	\$0.00	\$3,030,299.00	<a href="#">grantee projects</a>	<a href="#">view gr.</a>

3. At the bottom of the Grantee Projects page, choose a grant and then choose 'view budget' by fiscal year.

Budget Period	Budget	Funds Requests
FISCAL YEAR 13	<a href="#">view budget</a>	<a href="#">funds requests</a>
FISCAL YEAR 12	<a href="#">view budget</a>	<a href="#">funds requests</a>

## REVIEWING PREVIOUS REQUESTS FOR FUNDS

1. Select **Grantee List** from the menu bar (refer to page 3).
2. Select grantee projects.

Grantee	Status	Allocation Balance	Signover Balance	Transfer Balance	Remaining Balance	
<a href="#">0010 - MAPLETON 1</a>	Active	\$3,041,299.00	\$0.00	\$0.00	\$3,030,299.00	<a href="#">grantee projects</a>

3. At the bottom of the Grantee Projects page, choose a grant and then choose 'funds requests' by fiscal year.

Budget Period	Budget	Funds Requests
FISCAL YEAR 13	<a href="#">view budget</a>	<a href="#">funds requests</a>
FISCAL YEAR 12	<a href="#">view budget</a>	<a href="#">funds requests</a>

4. Previous funds requests will be listed at the bottom of the Grantee Funds Requests History page.

### Grantee Funds Requests History

Budget Period: FISCAL YEAR 13  
 Budget Status: **OPEN**  
 Status Date: 8/16/2012  
 Total Budget: \$244,430  
 Remaining Budget: \$244,430  
 Last Day For Requesting Funds: 09/30/2013

#### Allocation Balance

Cash On-Hand	Transfer Balance	Sign-Over Balance	Allocation Balance	Reallocation Balance	Ending Balance
\$0	\$0	\$0	\$244,430	\$0	\$244,430

#### Fund Requests History

Request Date	Request Status	Status Date	Current Request	Expended To-Date	Pending To-Date	Approved To-Date	Remaining Budget
No Funds Request History Found for the Grantee							

# CREATING A REQUEST FOR FUNDS

**Note:** Refer to the **Grantee Search Menu** section on page 3 to access the 'Funds Requests' link

## ENTERING / UPDATING CONTACT INFORMATION AT THE GRANT LEVEL

**Note:** In order to submit a request for funds for approval, the contact information must be completed for each grant being submitted.

1. On the **Grantee Projects** page, click the Grant for which you will be entering a request for funds.

**Grantee Projects**

Grants:   
Grant Projects:   
\* Grantee Project Status:   
Fiscal Agent:   
CAS Code:

**Grantee Project Contact**

First Name:  Email:   
Last Name:  Phone:   
Fax:

Grantee Projects

Grant/Project
<a href="#">84.002-ADULT BASIC ED / 5002-ADULT BASIC ED</a>
<a href="#">84.002-ADULT BASIC ED / 6002-EL CIVICS</a>
<a href="#">84.365-ENGLISH LAN ACQUISITION / 4365-TITLE III ENG LANG</a>

2. Verify the correct grant information is listed and enter or update the Grantee Project Contact information.

**Grantee Projects**

Grants:  ← Verify that the appropriate grant information is listed  
Grant Projects:   
\* Grantee Project Status:   
Fiscal Agent:   
CAS Code:

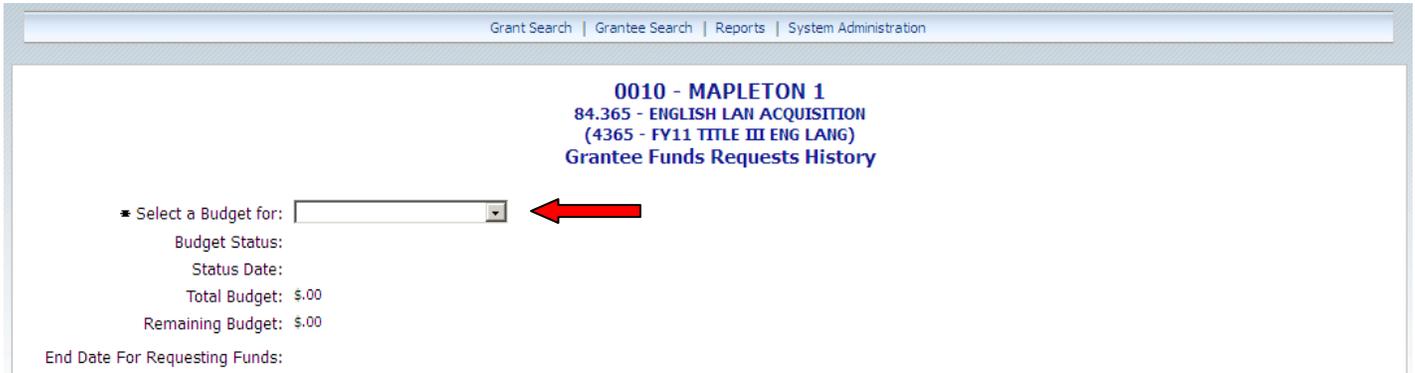
**Grantee Project Contact**

First Name:  Email:   
Last Name:  Phone:   
Fax:

## ACCESSING THE REQUEST FOR FUNDS SCREEN

**Note:** Refer to the **Grantee List Menu** section on page 3 to access the 'Funds Requests' link

1. After clicking the 'funds request' link for the appropriate grant, select an available Budget period from the dropdown box.

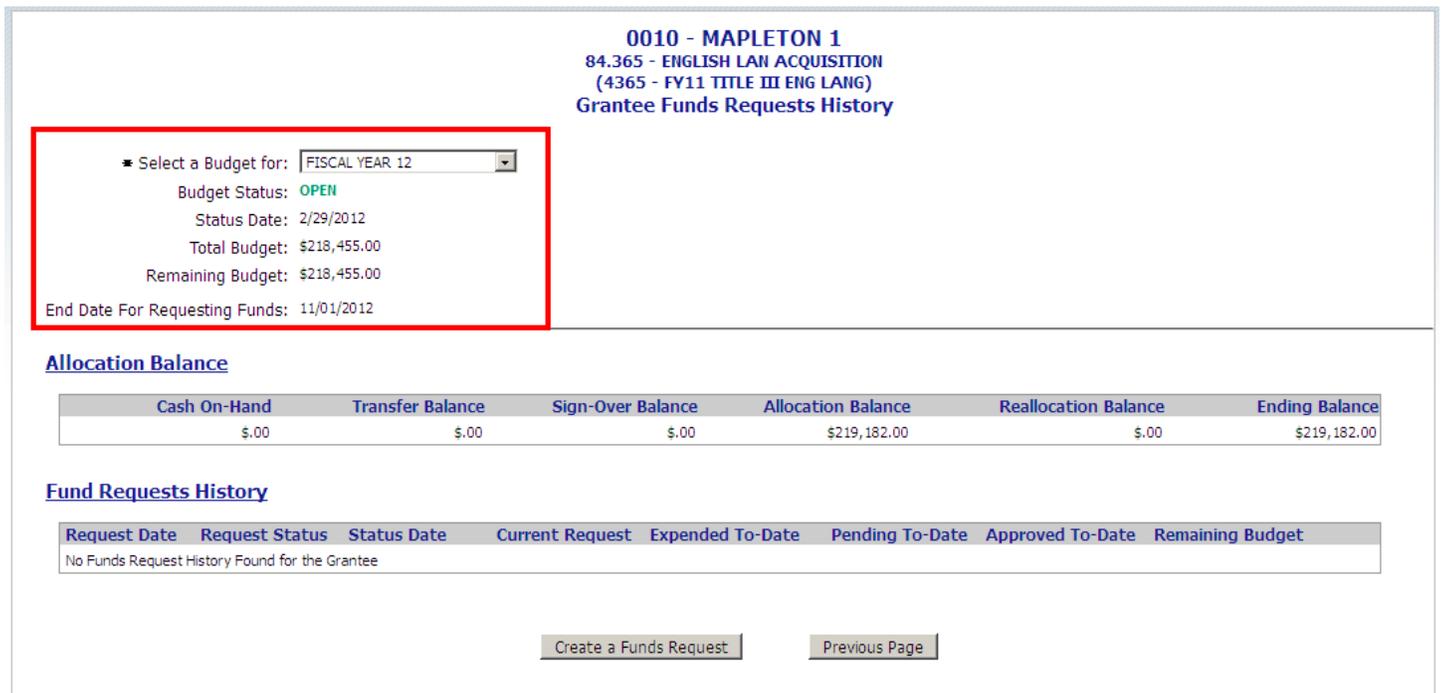


Grant Search | Grantee Search | Reports | System Administration

**0010 - MAPLETON 1**  
84.365 - ENGLISH LAN ACQUISITION  
(4365 - FY11 TITLE III ENG LANG)  
Grantee Funds Requests History

\* Select a Budget for:   
Budget Status:  
Status Date:  
Total Budget: \$.00  
Remaining Budget: \$.00  
End Date For Requesting Funds:

2. The screen will be updated with Budget Status information.



**0010 - MAPLETON 1**  
84.365 - ENGLISH LAN ACQUISITION  
(4365 - FY11 TITLE III ENG LANG)  
Grantee Funds Requests History

\* Select a Budget for:   
Budget Status: **OPEN**  
Status Date: 2/29/2012  
Total Budget: \$218,455.00  
Remaining Budget: \$218,455.00  
End Date For Requesting Funds: 11/01/2012

**Allocation Balance**

Cash On-Hand	Transfer Balance	Sign-Over Balance	Allocation Balance	Reallocation Balance	Ending Balance
\$.00	\$.00	\$.00	\$219,182.00	\$.00	\$219,182.00

**Fund Requests History**

Request Date	Request Status	Status Date	Current Request	Expended To-Date	Pending To-Date	Approved To-Date	Remaining Budget
No Funds Request History Found for the Grantee							

3. Click on the 'Create a Funds Request' icon.



# THE REQUEST FOR FUNDS SCREEN AT A GLANCE (Screens may vary between grants)

Budget Period: FISCAL YEAR 12  
 Grantee Project Balance: \$219,182.00  
 Funds Request Period End Date: 11/01/2012

Expenditures and Funds Requested Summary - Status: NEW REQUEST			
Last Day to Request Funds: March 01, 2012	Remaining Current Year Allocation:	\$208,635.00	<input type="button" value="Calculate"/>
Reference Number: <input type="text"/>	Remaining Carryover from Prior Years:	\$10,547.00	<input type="button" value="Save Request"/>
	Program Budget Approved:	\$218,455.00	<input type="button" value="Submit Request for Approval"/>
	Current Expenditures to Date:	\$0.00	
	Anticipated Cash Expenditures Thru the Month: \$	<input type="text" value="0.00"/>	
	Previously Requested:	\$0.00	
	Total Amount of Current Request: \$	<b>0.00</b>	
CDE Comments <input type="text"/>			

## Funds Requests Worksheet

Line	Description	Object	Budget	Total Expenditures To Date	Previously Requested Funds	Current Expenditures/ Request for Funds	Remaining Budget
1.	<b>Instructional Program</b>						
2.	Salaries	0100	\$96,427.00	0.00	\$0.00	\$0.00	\$96,427.00
3.	Employee Benefits	0200	\$33,750.00	0.00	\$0.00	\$0.00	\$33,750.00
4.	PURCHASED PROFESSIONAL AND TECHNICAL SERVICES	0300	\$0.00	0.00	\$0.00	\$0.00	\$0.00
5.	OTHER PURCHASED SERVICES	0500	\$0.00	0.00	\$0.00	\$0.00	\$0.00
6.	Supplies	0600	\$0.00	0.00	\$0.00	\$0.00	\$0.00
7.	Other	0800	\$0.00	0.00	\$0.00	\$0.00	\$0.00
8.	<b>Subtotal Instructional Program (2:7)</b>		<b>\$130,177.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$130,177.00</b>
9.	<b>Support Program</b>						
10.	Salaries	0100	\$40,084.00	0.00	\$0.00	\$0.00	\$40,084.00
11.	Employee Benefits	0200	\$10,546.00	0.00	\$0.00	\$0.00	\$10,546.00
12.	Purchased Professional and Technical Services	0300	\$6,000.00	0.00	\$0.00	\$0.00	\$6,000.00
13.	Purchased Property Services	0400	\$0.00	0.00	\$0.00	\$0.00	\$0.00
14.	OTHER PURCHASED SERVICES	0500	\$0.00	0.00	\$0.00	\$0.00	\$0.00
15.	Supplies	0600	\$0.00	0.00	\$0.00	\$0.00	\$0.00
16.	Other	0800	\$0.00	0.00	\$0.00	\$0.00	\$0.00
17.	<b>Subtotal Support Program (10:16)</b>		<b>\$56,630.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$56,630.00</b>
18.	<b>Improvement of Instructional Services</b>						
19.	Salaries	0100	\$3,000.00	0.00	\$0.00	\$0.00	\$3,000.00
20.	Employee Benefits	0200	\$486.00	0.00	\$0.00	\$0.00	\$486.00
21.	Purchased Professional and Technical Services	0300	\$24,000.00	0.00	\$0.00	\$0.00	\$24,000.00
22.	PURCHASED PROPERTY SERVICES	0400	\$0.00	0.00	\$0.00	\$0.00	\$0.00
23.	Other Purchased Services	0500	\$0.00	0.00	\$0.00	\$0.00	\$0.00
24.	Supplies	0600	\$0.00	0.00	\$0.00	\$0.00	\$0.00
25.	Other	0800	\$0.00	0.00	\$0.00	\$0.00	\$0.00
26.	<b>Subtotal Improvement of Instructional Services (19:25)</b>		<b>\$27,486.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$27,486.00</b>
27.	<b>Administration</b>						
28.	Salaries	0100	\$0.00	0.00	\$0.00	\$0.00	\$0.00
29.	Employee Benefits	0200	\$0.00	0.00	\$0.00	\$0.00	\$0.00
30.	Purchased Professional and Technical Services	0300	\$0.00	0.00	\$0.00	\$0.00	\$0.00
31.	Other Purchased Services	0500	\$0.00	0.00	\$0.00	\$0.00	\$0.00
32.	Supplies	0600	\$0.00	0.00	\$0.00	\$0.00	\$0.00
33.	ADMIN PROPERTY CAPITALIZED	0730	\$0.00	0.00	\$0.00	\$0.00	\$0.00
34.	ADMIN PROPERTY NON-CAPITALIZED	0735	\$0.00	0.00	\$0.00	\$0.00	\$0.00
35.	<b>Subtotal Administration (28:34)</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
36.	<b>Other</b>						
37.	Schoolwide Program	SWIDE	\$0.00	0.00	\$0.00	\$0.00	\$0.00
38.	<b>Subtotal Program Costs (8+17+26+35+37)</b>		<b>\$214,293.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$214,293.00</b>
39.	Property Non-Capitalized	0735	\$0.00	0.00	\$0.00	\$0.00	\$0.00
40.	<b>Subtotal Direct Costs (38+39-34)</b>		<b>\$214,293.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$214,293.00</b>
41.	INDIRECT COSTS	INDC	\$4,162.00	0.00	\$0.00	\$0.00	\$4,162.00
42.	PROPERTY CAPITALIZED	0730	\$4,162.00	0.00	\$0.00	\$0.00	\$4,162.00

## NAVIGATING THE FUNDS REQUEST PAGE

1. The Summary section at the top of the New Request page contains:
  - a. Financial information pertaining to the grant such as Remaining Current Year Allocation and Remaining Carryover from Prior Years.
  - b. Buttons to Calculate, Save and Submit the request for funds.
  - c. A field to enter **Anticipated Expenditures**.
  - d. The **Total Amount of Current Request**

Expenditures and Funds Requested Summary - Status: NEW REQUEST

Last Day to Request Funds: February 01, 2012  
Reference Number:

Remaining Current Year Allocation:	\$208,635.00	<input type="button" value="Calculate"/> <input type="button" value="Save Request"/> <input type="button" value="Submit Request for Approval"/>
Remaining Carryover from Prior Years:	\$10,547.00	
Program Budget Approved:	\$218,455.00	
Current Expenditures to Date:	\$0.00	
Anticipated Cash Expenditures Thru the Month:	\$ <input type="text" value="0.00"/>	
Previously Requested:	\$ 0.00	
<b>Total Amount of Current Request:</b>	<b>\$ 0.00</b>	

CDE Comments

2. The lower section of the New Request page is the **Funds Request Worksheet** containing line item information, such as **Budget**, and a **Total Expenditures to Date** column for entering line item expenditures.

### Funds Requests Worksheet

Line	Description	Object	Budget	Total Expenditures To Date	Previously Requested Funds	Current Expenditures/ Request for Funds	Remaining Budget
1.	<b>Instructional Program</b>						
2.	Salaries	0100	\$96,427.00	0.00	\$0.00	\$0.00	\$96,427.00
3.	Employee Benefits	0200	\$33,750.00	0.00	\$0.00	\$0.00	\$33,750.00
4.	PURCHASED PROFESSIONAL AND TECHNICAL SERVICES	0300	\$0.00	0.00	\$0.00	\$0.00	\$0.00
5.	OTHER PURCHASED SERVICES	0500	\$0.00	0.00	\$0.00	\$0.00	\$0.00
6.	Supplies	0600	\$0.00	0.00	\$0.00	\$0.00	\$0.00
7.	Other	0800	\$0.00	0.00	\$0.00	\$0.00	\$0.00
8.	<b>Subtotal Instructional Program (2:7)</b>		<b>\$130,177.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$130,177.00</b>
9.	<b>Support Program</b>						
10.	Salaries	0100	\$40,084.00	0.00	\$0.00	\$0.00	\$40,084.00
11.	Employee Benefits	0200	\$10,546.00	0.00	\$0.00	\$0.00	\$10,546.00
12.	Purchased Professional and Technical Services	0300	\$6,000.00	0.00	\$0.00	\$0.00	\$6,000.00
13.	Purchased Property Services	0400	\$0.00	0.00	\$0.00	\$0.00	\$0.00
14.	OTHER PURCHASED SERVICES	0500	\$0.00	0.00	\$0.00	\$0.00	\$0.00
15.	Supplies	0600	\$0.00	0.00	\$0.00	\$0.00	\$0.00
16.	Other	0800	\$0.00	0.00	\$0.00	\$0.00	\$0.00
17.	<b>Subtotal Support Program (10:16)</b>		<b>\$56,630.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$56,630.00</b>
18.	<b>Improvement of Instructional Services</b>						
19.	Salaries	0100	\$3,000.00	0.00	\$0.00	\$0.00	\$3,000.00

## COMPLETING A REQUEST FOR FUNDS

1. Enter the **Total Expenditures to Date**, by line item on the **Funds Request Worksheet**.

### Funds Requests Worksheet

Line	Description	Object	Budget	Total Expenditures To Date	Previously Requested Funds	Current Expenditures/ Request for Funds	Remaining Budget
1.	<b>Instructional Program</b>						
2.	Salaries	0100	\$96,427.00	0.00	\$0.00	\$0.00	\$96,427.00
3.	Employee Benefits	0200	\$33,750.00	0.00	\$0.00	\$0.00	\$33,750.00
4.	PURCHASED PROFESSIONAL AND TECHNICAL SERVICES	0300	\$0.00	0.00	\$0.00	\$0.00	\$0.00
5.	OTHER PURCHASED SERVICES	0500	\$0.00	0.00	\$0.00	\$0.00	\$0.00
6.	Supplies	0600	\$0.00	0.00	\$0.00	\$0.00	\$0.00
7.	Other	0800	\$0.00	0.00	\$0.00	\$0.00	\$0.00
8.	<b>Subtotal Instructional Program (2:7)</b>		<b>\$130,177.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$130,177.00</b>
9.	<b>Support Program</b>						
10.	Salaries	0100	\$40,084.00	0.00	\$0.00	\$0.00	\$40,084.00
11.	Employee Benefits	0200	\$10,546.00	0.00	\$0.00	\$0.00	\$10,546.00
12.	Purchased Professional and Technical Services	0300	\$6,000.00	0.00	\$0.00	\$0.00	\$6,000.00
13.	Purchased Property Services	0400	\$0.00	0.00	\$0.00	\$0.00	\$0.00
14.	OTHER PURCHASED SERVICES	0500	\$0.00	0.00	\$0.00	\$0.00	\$0.00
15.	Supplies	0600	\$0.00	0.00	\$0.00	\$0.00	\$0.00
16.	Other	0800	\$0.00	0.00	\$0.00	\$0.00	\$0.00
17.	<b>Subtotal Support Program (10:16)</b>		<b>\$56,630.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$56,630.00</b>
18.	<b>Improvement of Instructional Services</b>						
19.	Salaries	0100	\$3,000.00	0.00	\$0.00	\$0.00	\$3,000.00

2. To check the math at anytime, click the **Calculate** button in the **Summary** section at the top of the page.

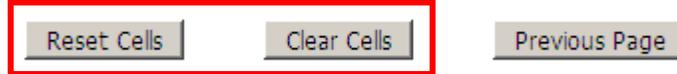
**Expenditures and Funds Requested Summary - Status: NEW REQUEST**

Last Day to Request Funds: February 01, 2012	Remaining Current Year Allocation: \$208,635.00	<input type="button" value="Calculate"/>
Reference Number: <input style="width: 100px;" type="text"/>	Remaining Carryover from Prior Years: \$10,547.00	<input type="button" value="Save Request"/>
	Program Budget Approved: \$218,455.00	<input type="button" value="Submit Request for Approval"/>
	Current Expenditures to Date: \$0.00	
Anticipated Cash Expenditures Thru the Month: \$	0.00	
	Previously Requested: \$ 0.00	
	Total Amount of Current Request: \$ 0.00	

CDE Comments

**Important:** *In the event of a system time out due to lack of activity, your entries will not be saved if you have not clicked the 'Save Request' button located in the Summary section at the top of the screen, directly below the 'Calculate' button.*

3. At any time, if you need to undo the work you have done on the request, the **Reset Cells** button in the center of the **New Request** page will revert all totals in all fields back to the amounts which appeared prior to any data entry. The **Clear Cells** button will **set all values** in the **Total Expenditures to Date** column to **zero**.



4. Enter any **Anticipated Expenditures** in the field provided in the **Summary** section at the top of the page.

Expenditures and Funds Requested Summary - Status: NEW REQUEST

Last Day to Request Funds: February 01, 2012	Remaining Current Year Allocation: \$208,635.00	Calculate
Reference Number: <input type="text"/>	Remaining Carryover from Prior Years: \$10,547.00	Save Request
	Program Budget Approved: \$218,455.00	Submit Request for Approval
	Current Expenditures to Date: \$0.00	
	Anticipated Cash Expenditures Thru the Month: \$ <input type="text" value="0.00"/>	
	Previously Requested: \$ 0.00	
	Total Amount of Current Request: \$ 0.00	

CDE Comments

**Note: Any Anticipated Expenditures entered on a current request for funds must be allocated to the appropriate line items when submitting the next request for funds for the same grant. A message will appear in red indicating that Anticipated Expenditures were included in the previous request and must be allocated to the appropriate line items.**

5. Calculate the request to verify the amounts entered.

Expenditures and Funds Requested Summary - Status: NEW REQUEST

Last Day to Request Funds: February 01, 2012	Remaining Current Year Allocation: \$208,635.00	Calculate
Reference Number: <input type="text"/>	Remaining Carryover from Prior Years: \$10,547.00	Save Request
	Program Budget Approved: \$218,455.00	Submit Request for Approval
	Current Expenditures to Date: \$0.00	
	Anticipated Cash Expenditures Thru the Month: \$ <input type="text" value="0.00"/>	
	Previously Requested: \$ 0.00	
	Total Amount of Current Request: \$ 0.00	

CDE Comments

6. Save the request.

Expenditures and Funds Requested Summary - Status: NEW REQUEST

Last Day to Request Funds: February 01, 2012	Remaining Current Year Allocation: \$208,635.00	Calculate
Reference Number: <input type="text"/>	Remaining Carryover from Prior Years: \$10,547.00	Save Request
	Program Budget Approved: \$218,455.00	Submit Request for Approval
	Current Expenditures to Date: \$0.00	
	Anticipated Cash Expenditures Thru the Month: \$ <input type="text" value="0.00"/>	
	Previously Requested: \$ 0.00	
	Total Amount of Current Request: \$ 0.00	

7. Once completed, submit the request to CDE for approval.

Expenditures and Funds Requested Summary - Status: NEW REQUEST

Last Day to Request Funds: February 01, 2012	Remaining Current Year Allocation: \$208,635.00	<input type="button" value="Calculate"/>
Reference Number: <input type="text"/>	Remaining Carryover from Prior Years: \$10,547.00	<input type="button" value="Save Request"/>
	Program Budget Approved: \$218,455.00	<input type="button" value="Submit Request for Approval"/>
	Current Expenditures to Date: \$0.00	
Anticipated Cash Expenditures Thru the Month: \$ <input type="text" value="0.00"/>	Previously Requested: \$ 0.00	
	Total Amount of Current Request: \$ <b>0.00</b>	

**Important Notes:**

1. Only one request for funds can submitted at a time for the same grant. The system will not allow another request to be entered until the most recent request has been submitted and approved for payment.
2. The **Fund Request History** section (see **REVIEWING PREVIOUS REQUESTS FOR FUNDS** on page 5) shows the current status of a request. Status types include:
  - a. **Pending** – request has been submitted, but has not yet been approved for payment by CDE.
  - b. **Entry** – request has been entered and saved but has not yet been submitted for approval. ***The request cannot be processed and paid until it has been submitted for approval.***
  - c. **Approved** – request has been reviewed by CDE and approved for payment.

**0010 - MAPLETON 1**  
**84.365 - ENGLISH LAN ACQUISITION**  
**(4365 - FY11 TITLE III ENG LANG)**  
**Grantee Funds Requests History**

\* Select a Budget for:

Budget Status: **OPEN**  
 Status Date: 2/29/2012  
 Total Budget: \$218,455.00  
 Remaining Budget: \$218,455.00

End Date For Requesting Funds: 11/01/2012

**Allocation Balance**

Cash On-Hand	Transfer Balance	Sign-Over Balance	Allocation Balance	Reallocation Balance	Ending Balance
\$.00	\$.00	\$.00	\$219,182.00	\$.00	\$219,182.00

**Fund Requests History**

Request Date	Request Status	Status Date	Current Request	Expended To-Date	Pending To-Date	Approved To-Date	Remaining Budget
No Funds Request History Found for the Grantee							