



This document is intended to function as a summary for convenience. It is not intended to replace or supplant terms of a Grant Agreement, federal guidance, rules, regulations, or state law. While the Grants Management Office (GMO) can provide guidance, those receiving SLFRF funds should seek final direction from their respective legal counsel and/or executive leadership on the compliant uses of the federal funds they are tasked to oversee.

Topic: Agency Disbursement Requests

Guidance:

Question: What documentation is needed for a disbursement request and how quickly will these be processed?

Answer: In an effort to disburse funds as quickly as possible to agencies, GMO requests that all required supporting documentation be included when disbursement requests are submitted. Upon receipt of all required supporting documentation, GMO will distribute the funds within seven (7) calendar days to the requester.

Required Documentation for Disbursement Requests:

** If an agency is seeking a disbursement for **Administrative Expenses**, as may be provided for in legislation, through any of the below disbursement types, GMO requires the **Project Budget tab** on the **GMO Budget and Draw Request Template** be filled out to delineate how the requested administrative funds are planned to be expended. This updated spreadsheet should be submitted with the disbursement request made to GMO.*

➤ Disbursement Type: Working Capital Funding Requests

- Within the *GMO Budget and Draw Request Template*, please update both the *Project Budget tab* (as applicable) and the *Draw Request tab* to show how the Working Capital funding request is planned to be expended.
- Additional required documentation may include, but is not limited to, purchase orders, unpaid invoices, estimates, quotes, executed contracts, subgrant agreements, or similar agreements as such documentation. Subrecipients may also provide a budget containing forecasted project expenditures as required documentation in a form acceptable to OMES.

➤ Disbursement Type: Post-Payment Reimbursement Funding Requests

- Within the *GMO Budget and Draw Request Template*, please update both the *Project Budget tab* (as applicable) and the *Reimbursement Request tab* to show how the reimbursement funding request was expended.
- Additional required documentation should include, but is not limited to, copies of proof of payment for expenditures, copies of invoices for purchases, proof of receipt of goods including bills of lading and voucher or check for the transaction.

➤ Disbursement Type: Controlled Advance Grant Funding Requests

- Within the *GMO Budget and Draw Request Template*, please update both the *Project Budget tab* (as applicable) and the *Draw Request tab* to show how the Controlled Advance Funding request is planned to be expended.

- Other documentation may include, but is not limited to, purchase orders, voucher requests, unpaid invoices, quotes, contracts, statements of work and/or estimates.
- Additional documentation such as receipts, copies of invoices and bills of lading will be collected upon the expenditure of advanced funding.

** If deemed necessary, GMO may require additional documentation for a disbursement request.*

Resources:

<https://oklahoma.gov/arpa.html>

[GMO Budget Excel Template](#)

Revision History:

This guidance may be periodically reviewed and revised.

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