

City of Boston Drawdown Request Form

City Department Name:	
Contact Person:	
Telephone No:	
Grant Name:	
Project/Grant ID:	
CFDA No:	
Federal Grantor Department/Agency Name:	
Period of Drawdown: (MM/DD/YYYY format) from/to	
Amount of Drawdown:	\$
Amount in Words:	

Department Head/Designee Signature

Date

City Auditor/Designee Signature

Date

Instructions:

Regardless of the type of grant, or allowances by the Grantor, City policy dictates that drawdowns and other requests for reimbursements cannot be made prior to the expenditure of funds.

Note: For Grants received directly from the Federal Government, the request does not need to be done in conjunction with the periodic filing of official reports, nor does the Period of Drawdown have to equal the period of any particular report.

Example 1: A department may request a drawdown on a monthly basis even though reports are submitted quarterly, provided that the expense has already been incurred.

Example 2: If a quarterly report is being submitted, the drawdown request should include that quarter's expenditures and any expenditure made to date since the quarter ended. The drawdown request will exceed the amount of the report, but that is acceptable.