STATE OF CALIFORNIA
GOVERNOR'S OFFICE OF EMERGENCY SERVICES

REQUEST TO SUBMIT QUARTERLY REPORTS OF EXPENDITURES AND REQUEST FOR FUNDS

OES 203 (Rev. 7/06)

Note: this form is for community-based organizations only.
All other Recipients are mandated to report quarterly.

RECIPIENT	GRANT AWARD NUMBER

PROJECT TITLE

IMPLEMENTING AGENCY *(if applicable)*

By signing below, the project director of the implementing agency and the financial officer agree to meet the following terms and conditions for billing on a quarterly basis:

1. The project has a reserve or contingency account equal to three (3) months of funds and may request a 255 advance payment under the grant;

2. The project will submit a Report of Expenditures and Request for Funds (OES 201) form within thirty (30) days of the quarterly periods. The quarterly periods will begin with the first three (3) months of the grant award period and continue every three (3) months until the end of the grant award period; and

3. The project will adhere to these quarterly billing requirements throughout the period of the grant.

PROJECT DIRECTOR	DATE
FINANCIAL OFFICER	**DATE**