Division of Grants Administration
Request to Extend Expenditure Reporting Deadline

The "request to extend expenditure reporting deadline" process is the only means by which a missed deadline for a final or revised final expenditure report may be addressed. Requests are considered by weighing a number of factors related to the request itself, the individual grant program, and the time at which the request is submitted. Depending on those factors, the request may or may not be approved. Requests are evaluated on a case-by-case basis, and the decision to approve a request to extend an expenditure reporting deadline remains entirely within TEA's discretion.
Requests *will not be considered* that are submitted more than 30 days after the final expenditure report/revised final expenditure report deadline or, for grants with no opportunity for a revised final expenditure report, more than 10 days after the deadline for the final expenditure report. See the **TEA Grant Opportunities** page for a complete list of all expenditure reporting deadlines for the grant.

Name of Grant

Name of Grantee

NOGA ID

Is the request to extend the expenditure reporting deadline being submitted within the required time period? ◯ Yes ◯ No

Reason for Request to Extend Expenditure Reporting Deadline

Describe the reason you are asking to extend the expenditure reporting deadline. Include a detailed description of what happened--e.g., how and why the deadline was missed or the error was committed.

Reason Request Should Be Granted

In detail, describe the importance of this request to your organization. Why should it be approved? What would be the impact if it were denied?

How This Issue Will Be Avoided in the Future

Describe the exact procedures and processes that will be implemented to ensure that a similar event does not occur again.

Expenditure Reporting

A report of cumulative expenditures by class/object code **must** be submitted with this form, including the service dates associated with the request to extend the expenditure reporting deadline.

Additional Draw-Down Amount:

Sign-Off

Name and Title of Authorized Official

Signature of Authorized Official

Date

This request for consideration must be signed by the district superintendent, by the executive director (if the request is being filed by an education service center), or by the similarly authorized official.

Submit this signed form along with the report of cumulative expenditures by class/object code via email within 30 days of the missed deadline to **CashManagement@tea.state.tx.us**.