

PROJECT DISBURSEMENT REPORT INSTRUCTIONS

DISBURSEMENT REPORT

Complete Items (A) through (J). Mark (X), in the box provided below the title, to indicate that this is an interim or a final report (a final report is that report which closes out the project). Submit an original and one copy by the due date specified on the DOE200 to: Comptroller's Office, Florida Department of Education, 325 West Gaines, Room 944 Tallahassee, Florida 32399-0400, (850) 245-0401, Suncom 205-0401. Do not submit monthly disbursement reports unless instructed to do so by the Comptroller's Office or the state grant program.

COLUMNS

(1) **FUNCTION** **SCHOOL DISTRICTS ONLY:**
Use the four digit function codes as required in the Financial and Program Cost Accounting and Reporting for Florida Schools Manual.

(2) **OBJECT** **SCHOOL DISTRICTS:**
Use the three digit object codes as required in the Financial and Program Cost Accounting and Reporting for Florida Schools Manual.

COMMUNITY COLLEGES:
Use the five digit object codes as required in the Accounting Manual for Florida's Public Community Colleges.

UNIVERSITIES AND STATE AGENCIES:
Use the six digit object codes as required in the Florida Accounting Information Resource Manual.

OTHER AGENCIES:
Use the object codes as required in the agency's expenditure chart of accounts.

(3) **DESCRIPTION** **ALL APPLICANTS:**
Provide a specific description of the type of expenditures.

(4) **AMOUNT**
For each function and object code indicate the the budget amount requested.

(5) Complete by reporting total project disbursements as of the date indicated at the top of the column.

(6) Complete by subtracting Column (5) from Column (4).

(7) Complete by reporting all disbursements not previously reported.

LINES

(8) Complete Line on last page ONLY.

(9) In Columns (5) and (6), report as FEDERAL PROGRAM INCOME the income from user fees and from the sale of equipment or other tangible personal property.

(10) Complete by subtracting line (9) from line (8) in column (5) and adding line (9) to line (8) in column (6).

(11) A footnote should be added to indicate the source of the FEDERAL PROGRAM INCOME.

ITEM

(12) The Finance Officer or authorized representative must certify and date the project disbursement report on the last page.

