

Is there a Board approved methodology or federal formula for awarding funds? YES _____ NO _____	
If no, what is the anticipated date of submission for board approval? _____	
Is this a grant that is awarded through an application process? YES _____ NO _____	
Name of Program Office:	
Printed Name of Requesting Official:	
Signature of Executive Director:	
Name of Contact for information concerning grant:	
Contact Telephone No.:	
Location of Contact Office:	
Date Submitted:	

This section to be completed by the Office of Grants Management:
 Elisha Campbell, Executive Director • Suite 307 Central High School Bldg. • 601-359-5254

Name of Grant Manager Assigned to Grant:	
Is the use of these funds restricted? YES _____ NO _____	
Is there a requirement for tracking the expenditures of these funds? YES _____ NO _____	
Is this a multi-year grant? YES _____ NO _____	
Will grant be in MAGIC or MCAPS? MAGIC _____ MCAPS _____	
Is the Budget Setup /Budget Revision Form attached? YES _____ NO _____	
Is the Grant Award Notification or Award Letter attached? YES _____ NO _____	
Signature of Grants Manager:	
Date:	Signature:

This section to be completed by the Office of Procurement:
 Monique Corley, Director • Suite 307 Central High School Bldg. • 601-359-5716

Date:	Signature:
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*This section to be completed by the **Office of Budget & Planning***
 Sharon Rosell, Director • Suite 117 Central High School Bldg. • 601-359-3923

Grant Number Assigned:	
Internal Order Number(s) Assigned:	
If salaries or travel will be paid from this grant, has it been added to the MAGIC Crosswalk? YES _____ NO _____	
Travel Codes to be used are:	
Org Code	
Reporting Category	
Activity Code	
Date:	Signature:

*This section to be completed by the **Office of School Financial Services:***
 Letitia Johnson, Director • Suite 305 Central High School Bldg. • 601-359-3294

Fund:	Revenue Function:	Expenditure Functions:	Object Codes:
Date:	Signature:		

*This section to be completed by the **Office of Accounting and School Financial Services:***
 Sheila Franklin-Buie, Executive Director • Suite 117 Central High School Bldg. • 601-359-3525

Date:	Signature:
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Please route completed form to the Executive Director of the Office of Grants Management and Budget.