

**SAMPLE
ADVANCE PAYMENT REQUEST FOR THE
21ST CENTURY COMMUNITY LEARNING CENTER PROGRAM
(PLEASE TYPE ON YOUR AGENCY'S LETTERHEAD)**

Ms. Susan D'Annunzio
PA Department of Education
Division of Student Services
333 Market Street, 5th Floor
Harrisburg, PA 17126-0333

Dear Ms. D'Annunzio,
Please process this request for 25% of our Year 1 grant amount advance payment to our 21st Century Community Learning Center contract.
(show year 1 grant amount) X 25% = (show advance payment amount)
(example Year 1 Grant Amount \$100,000 X 25% = \$25,000)

Sincerely,
[Authorized Representative for Agency]

NOTE: This advance payment request must be signed, scanned and emailed to the Division of Student Services and will not be processed until you have a fully executed contract, if your application is selected for funding. Email to: sdannunzio@pa.gov.

*Do Not Write in this Box
PDE Use only*

Year one Award Amount \$ _____

Advance Payment Request Amount \$ _____

Advance Payment Request Satisfied on Expenditure Reports:

Date: _____ Amount : _____ Processed Date: _____ Balance of Advance Pay to Satisfy: \$ _____

Date: _____ Amount: _____ Processed Date: _____ Balance of Advance Pay to Satisfy: \$ _____

Date: _____ Amount: _____ Processed Date: _____ Balance of Advance Pay to Satisfy: \$ _____

Date: _____ Amount: _____ Processed Date: _____ Balance of Advance Pay to Satisfy: \$ _____