



Agency Advance Request Form

Date:

Agency:

Program:

Fiscal Year:

Allocation:

Advance Request Amount*:

1. State the reason for this request in full detail (use additional pages if needed.)

2. Describe your plan to prevent the need for requesting an advance in the future (include any needed assistance from JWB).

3. Submit a copy of the agency's most recent Statement of Position.

By signing below, I have agreed to repay the advance in full through the JWB Grants Management System if the funding agreement between the two parties is terminated.

Authorized Representative, Agency

Print Name and Title

Braxton Everett, Sr. Program Finance
Manager

Leslie Porter, Director of Accounting/
Controller

Approved Not Approved

Karen Boggess, Interim Chief Executive
Officer

**Advance Request limited to 25% of agency allocation up to \$250,000.*