

STATE OF CALIFORNIA  
 CALIFORNIA GOVERNOR'S OFFICE OF  
 EMERGENCY SERVICES  
**REQUEST TO SUBMIT QUARTERLY REPORTS OF  
 EXPENDITURES AND REQUEST FOR FUNDS**

*Note: this form is for community-based organizations only.  
 All other Subrecipients are mandated to report quarterly.*

<b>SUBRECIPIENT</b>	<b>SUBAWARD #</b>

<b>PROGRAM TITLE</b>

<b>IMPLEMENTING AGENCY</b> <i>(if applicable)</i>

By signing below, the project director and the financial officer agree to meet the following terms and conditions for billing on a quarterly basis:

1. The project has a reserve or contingency account equal to three (3) months of funds.
2. The project will submit a Report of Expenditures and Request for Funds (Cal OES 2-201) form within thirty (30) days of the quarterly periods. The quarterly periods will begin with the first three (3) months of the performance period and continue every three (3) months until the end of the performance period; and
3. The project will adhere to these quarterly billing requirements throughout the performance period.

<b>PROJECT DIRECTOR</b>	<b>DATE</b>

<b>FINANCIAL OFFICER</b>	<b>DATE</b>