FMPP: *Preparation for Submission of SF-270*

Request for Reimbursement

Example for the submission of a third request.

Payments previously requested

		Request 1	Request 2	Total
a.	Federal share requested	$3,268.40	$5,009.96	$8,278.36

Amount to be requested with this SF-270

b.	Federal share *NOW* requested	$6,700.00

How to complete the SF-270?

- Enter all the specific project information in boxes 1 through 10.
    - Box 1.b: Select the box PARTIAL– Exception: Last request of your grant agreement (FINAL).
    - Box 2: Select CASH.
    - Box 4. Federal grantor or other identifying number assigned by federal agency: Type the agreement number: 14 or 15-FMPPX-XX-XXXX. You can find this number in the Agreement Face Sheet (Box 4).
    - Box 5. Partial Payment Request Number for this request: In this example is REQUEST 3
    - Box 6, box 8, box 9: Self-explanatory boxes - **Required to fill these boxes**.
    - Box 7 and box 10: Not required to complete these boxes.
- For all payments, enter information only in **COLUMN (a) and TOTAL**. Do not use column b & c.
- **On line 11a, column (a):** Enter $14,978.36, which equals the TOTAL amount you are presently requesting (letters bin the table above: $6,700.), PLUS the amounts already requested (letters a. for the Requests 1 & 2 from the table above: 8,278.36). Also enter this amount in the last column – TOTAL (on line 11a).
- **On line 11c, column (a):** Enter the total amount $14,978.36, which equals the amount on line a, Also enter this amount in the last column – TOTAL (on line 11c).
- **On line 11e, column (a):** Enter the total amount $14,978.36. Also enter this amount in the last column – TOTAL (on line 11e).
- **On line 11g, column (a):** Enter $14,978.36, which equals the amount you presently requesting (letter b. in the table above: $6,700.00), PLUS the amounts already requested (letter a. for the Requests 1 & 2 from the table above: $8,278.36). Also enter this amount in the last column – TOTAL (on line 11g).

- **On line 11h, column (a):** Enter $8,278.36, which equals the amount you already requested (letter a. for the Requests 1 & 2 from the table above). Also enter this amount in the last column – TOTAL (on line 11h).
- **On line 11i, column (a):** Enter the amount currently being requested: $6,700.00. Also enter this amount in the last column – TOTAL (on line 11i).
- **On line 11j column (a), 12a, 12b, and 12c:** LEAVE BLANK.
- **Box 13. Certification:** Sign second page of SF-270 and email the form with the AMS Worksheet to your Grant Management Specialist. Remember that the SF-270 have to be signed by the authorized representative – member of your organization who signed the Agreement Face Sheet.