



Cash Request Form Instructions

Contractor	<i>Name of Organization</i>
Contract Period	<i>Current Fiscal Year</i>
Service	<i>What type of service? For example, transportation.</i>
Month	<i>Current Month</i>
Type of Contract	<i>Is it fixed rate or cost reimbursement? (this is stated in your contract)</i>
Contracted Amount	<i>Enter your yearly contracted amount (entered only one time for each category).</i>
Previous Month	<i>Enter your previous month's amount (cumulative total YTD not including current billing).</i>
Current Month	<i>Current cash request amount.</i>
Year to Date	<i>This calculated protected field calculates previous month(s) plus current month.</i>
Balance	<i>This calculated protected field calculates Year to Date minus Contracted Amount.</i>
Total at Bottom	<i>These are all calculated protected fields that total each column.</i>
% of Completion	<i>Divide your Current Month Total (for Units) by your Contracted Amount (for units). The number is formatted as a percentage.</i>

Please mail or hand-deliver signed original cash request form with the Hourly Log for Contracted Services form by the 10th of every month to the attention of Contracts.