

Grantee: \_\_\_\_\_ Grant Agreement No.: \_\_\_\_\_  
 Date of Requisition: \_\_\_\_\_ Requisition No. 1 (40%) \_\_\_\_\_  
 Total Grant Amount: \$ \_\_\_\_\_ No. 2 (30%) \_\_\_\_\_  
 No. 3 (30%) \_\_\_\_\_

***BUDGET STATUS AND REQUISITION***

<b>Activity Description (i)</b>	<b>This Request (ii)</b>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
<b>TOTAL REQUISITION</b>	<b>\$ _____</b>

AUTHORIZED BY: *{Signature(s) must correspond to those on Form: MGM-2}*

Typed Name: \_\_\_\_\_ Typed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Send Check to:

Town Treasurer \_\_\_\_\_

Address \_\_\_\_\_

Grantee should send this completed Requisition to:

Community Planning & Revitalization Division  
 Department of Housing and Community Affairs  
 One National Life Drive  
 Montpelier, VT 05620-0501

<p><b>For Agency Use:</b>                  Reviewed and Approved for payment by: _____ Date: _____</p>
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**Instructions for Form MGM-3  
Requisitioning of Planning Funds**

This Form will be used by Grantees to request funds from the Department of Housing and Community Affairs. Please check off whether this is the first or second or third requisition.

NOTE: In the event there is a Requisition which has been submitted to the Department, but the funds have not been received, please call the Department at 828-5249 to determine the Requisition status. Please allow 2-3 weeks for requisitioned funds to be processed after form has been submitted.

**BUDGET STATUS AND REQUISITION**

Columns (i) and (ii) show the Activity & Funds as shown on the PROGRAM BUDGET (Attachment A) of the Grant Agreement. Please complete both the Activity Description and amount of request.

TOTAL REQUISITION Indicate the total amount of funds requested by this Requisition.

**IMPORTANT NOTE: All amounts which are entered on Form MGM-3 should be shown to the nearest dollar.** Example: \$1,250 -- not \$1,250.36 or \$1,249.75.

One of the officials of the Grantee authorized to requisition funds must sign the form. The Agency requires only one person to sign the Requisition of Grant Funds, except when the grant administrator is being paid with grant funds and is authorizing him/herself to sign the requisitions. Then, two signatures are required. When that occurs or when two signatures are required by the Grantee, then two signatures must be affixed. The signatures must be identical to those on the current Signature Form (Form MGM-2) on file with the Agency. If new individuals need authority to requisition funds, or a new grant administrator is designated, a new Form MGM-2 must be filed with the Agency.

A copy of each Requisition should be kept in the Grantee's program files with an additional copy provided to the Municipal Treasurer.