

SF-270 Instructions: Request for Advance or Reimbursement

Block 1a.	“ <i>Advance</i> ” block may only be checked if the award letter or subsequent modifications to the grant authorize it. Otherwise, the “ <i>Reimbursement</i> ” will be checked. Both blocks may be checked if the request includes both reimbursement and an authorized advance.
Block 1b.	Unless this is the final payment, the “ <i>Partial</i> ” box must be checked. If marked “ <i>Final</i> ”, please make sure that (11g) is less than or equal to the Federal amount listed on <i>Application for Federal Assistance (SF-424), Block 15a</i> .
Block 2.	Check as appropriate. Check with your financial department to determine accounting method.
Block 3.	USDA Forest Service, CP
Block 4.	Same as grant number identified in award letter.
Block 5.	Will be next sentence, based on previous payment; for example, #1 for the first payment, #2 for second payment, etc.
Block 6.	Should be same as <i>Block 6, SF-424</i> .
Block 7.	May be left blank (recipient use only)
Block 8.	<p>“<i>From</i>” should be day after the “<i>To</i>” date on previous SF-270, Request for Reimbursement.</p> <p>For first requests, “<i>From</i>” date must be greater than or equal to the start date of the grant shown in Block 13, SF-424. “<i>To</i>” must be less than or equal to date that form is signed, Block 13, SF-270.</p> <p>In all cases, the period covered by this request should be within the approved start and ending date of the grant (<i>see block 13, SF-424</i>), unless otherwise authorized by the award letter or modifications.</p> <p>Advances: Grantee will identify the date that advance Federal funds will be spent in the block marked “<i>Advance Only</i>”. Grantee may request advance up to <u>8 weeks</u> from the date the advance request is submitted (Block 13, SF-270).</p>
Block 9.	Recipient Address and <i>optional</i> Vendor Express Account Number (VXP). This address should match the address shown on the SF-424.
Block 10.	If used, ensure VXP Account Number appears in block.
Block 11	Column (a) Use this column for accounting of Forest Service cash expenditures.
	Column (b): Use this column for optional tracking of other non-Forest Service expenditures. This can be used for optional tracking of “other federal’ partnership contributions that cannot be used to meet matching requirements.
	Column (c): Use this column for non-FS in-kind valuation of donated time, services or material. [See page 4, item (i) for definition of “In-Kind Contributions”.] *Note: More than one SF-270 may be used if you wish to show individual partner contributions and need additional columns. The totals will be shown only on the final page.

Block 11a.	Row (a) (As of date): Should match date covered by the ending date of this request (same as “To” in block 8). Dollar amount is always cumulative for all expenditures to date.
Block 11b.	Leave blank unless otherwise instructed.
Block 11c.	The difference of Block (11a) and (11b) .
Block 11d.	See discussion of block Block (1a) for appropriate uses of advance. Costs estimated to be spent for the period of time identified in block 8.
Block 11e.	The sum of Block (11c) and (11d) .
Block 11f.	Should be greater than or equal to previous payment. Check to make sure that: 1) all cash match is accounted for in Column b. , 2) in-kind valuation is listed in Column c. , 3) that all costs are allowable, 4) occurs within appropriate time frames, and 5) accumulative budget changes remain within 10% of the total project expenditures (<i>See Budget Information SF-424a.</i>) You may need to check with your assigned grants coordinator to determine if expectations for match are being met. An optional worksheet is available to assist with these calculations.
Block 11g	Forest Service funding should be shown in Column a , and should be greater than or equal to previous payment. Check to make sure costs are allowable, occur within appropriate time frames, and changes do not exceed 10% of the total project expenditures identified in the <i>Budget Information SF-424a</i> . <u>Unless otherwise instructed, up to 80% of the grant award listed in <i>Block 15a, SF-424</i> will be reimbursed.</u> The balance will be reimbursed once all final expenditures, reports, and match have been accounted for. The total amount must not exceed <i>Block 15a, SF-424</i> . Refer to your award letter or any modifications to the grant that discuss match requirements. The sum of Block (11f) and (11g) should equal (11e) .
Block 11h.	Total of Federal payments paid to date including any advances. There may be situations where requested amounts were not fully reimbursed as discussed in (11g) .
Block 11i.	Difference of (11g) and (11h) . There may be situations where requested amounts may not be fully reimbursed as discussed in (11g) .
Block 11j.	Leave blank. See discussion of block (1a) .
Block 12.	For advances only.
Block 12a.	See discussion of Block (1a) . Leave blank for first advance. Subsequent advances will match figure in Block (11d) .
Block 12b.	Filled in only if Federal funds from previous advance have not been fully expended by the last day of the outlay period.
Block 12c.	Difference of (12a) and (12b) .
Block 13.	Signed and dated by same person who signed <i>SF-424</i> or who has delegated authority.
Remarks Section:	<i>May be used by grantee to indicate which Budget Categories (SF-424A) are being used as the basis for the request with corresponding amounts identified.</i>