



**Grants Management Department**  
1535 W. Jefferson St.  
Phoenix, AZ 85007  
Phone: 602-542-3901  
<https://HelpDeskExternal.azed.gov>

## FY21 EOY RR Communication

### **(X) Action Required**

#### Intended Audience

- LEA Business Manager
- LEA Authorized Representative

The fiscal year end is fast approaching, please draw down your funds on a regular basis. In preparation of the close of fiscal year 2021, all reimbursements must be submitted **by noon** on June 24, 2021, for approval by end of day **June 24, 2021**.

Please remember these key points:

- For reverting state grants, approval of the FY 2021 completion report will not generate a final payment, and carryover is not allowed.
- FY 2021 grants with a project end date after June 30, reimbursement requests will re-open on **July 1**.
- Approved FY 2022 grants can begin to draw down funding effective **July 1**.

Reimbursement requests of:

- 20% or greater of the total allocation require a justification comment in the History Log along with expenditure documentation uploaded to the Related Documents section of your reimbursement request.
- Advances can be made to cover expenses between reimbursement request cut off in GME and Project End Date. Justification must be posted in the Request Page and Documentation posted in the Related Documents in GME.

Training for reimbursement requests (and other GME-related topics) is held regularly. Please see the GME Home page for dates and other training information.

**For direct assistance with reimbursement requests, (including additional information on acceptable Expenditure Summary documentation), please contact Grants Management at 602-542-3901, Option 2 or via Help Desk at <https://HelpDeskExternal.azed.gov>.**



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