**Forms**

Below is a listing of the Department’s applicable grant-related forms and their number and purpose, and a listing of applicable URLs.

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| **Form Number and Name** | **Purpose** | **URL** |
| DOE 026Distributive Aid Cash Advance Reconciliation | Reconciliation form to be completed by recipients of cash advance | [DOE 026 Distributive Aid Cash Advance Reconciliation](http://www.fldoe.org/core/fileparse.php/7604/urlt/DOE026.xls) |
| DOE 100AProject Application | To apply for a project with one funding source only | Form will be included with each RFA/RFP issued. |
| DOE 100BProject Application | To apply for a project with multiple funding sources | Form will be included with each RFA/RFP issued. |
| DOE 101Budget Narrative Form | Submitted with original project application; function codes required as specified in RFA or RFP | Form will be included with each RFA/RFP issued. |
| DOE 101SBudget Narrative Form | Submitted with original project application; function codes required as specified in RFA or RFP | [Budget Narrative Form - DOE 101S - for Discretionary projects of >$35,000 (DOE101S)](http://www.fldoe.org/core/fileparse.php/5625/urlt/0076847-doe101s.xls) |
| DOE 150Project Amendment Request | Signature page that must be attached to DOE 151 | [Project Amendment Request (DOE150)](http://www.fldoe.org/core/fileparse.php/5625/urlt/0076848-150.doc) |
| DOE 151Budget Amendment Narrative Form | To request changes to original project budget | [Budget Amendment Narrative Form (DOE 151)](http://www.fldoe.org/core/fileparse.php/5625/urlt/0076850-doe151excel.xls) |
| **Form Number and Name** | **Purpose** | **URL** |
| DOE 300Detail of Salary Expenditures | Reimbursement project request for salary expended | [DOE 300 Detail of Salary Expenditures](http://www.fldoe.org/core/fileparse.php/7604/urlt/DOE300.xls) |
| DOE 301Detail of Monthly Transactions | Reimbursement project request for transaction expenses other than salary | [DOE 301 Detail of Monthly Transactions](http://www.fldoe.org/core/fileparse.php/7604/urlt/DOE301.xls) |
| DOE 399Project Disbursement Report | Project recipient detail of expenditures for all projects, state and federal, with the exception of the Adult Education program and the Migrant Farmworkers Program | [DOE 399 Project Disbursement Report](http://www.fldoe.org/core/fileparse.php/7604/urlt/DOE399.xls) |
| DOE 499Project Disbursement Report | Project recipient detail of expenditures for the Adult Education Program | [DOE 499 Project Disbursement Report (Adult Education Program)](http://www.fldoe.org/core/fileparse.php/7604/urlt/DOE499.xls) |
| DOE 499AProgram Income Summary Worksheet | Project recipient detail of program income for the Adult Education Program |  [DOE 499A Program Income Summary Worksheet (Adult Education Program)](http://www.fldoe.org/core/fileparse.php/7604/urlt/DOE499A.xls) |
| DOE 599Project Disbursement Report | Project recipient detail of expenditures for the Migrant and Seasonal Farmworkers Program | [DOE 599 Project Disbursement Report (Adult Migrant Program)](http://www.fldoe.org/core/fileparse.php/7604/urlt/DOE599.doc) |
| DOE 610Risk Analysis, Federal and State Grant Funding, Florida School Districts, State Colleges, State Universities, and State Agencies | Required to be submitted and approved prior to receiving state or federal funding. | [DOE 610](http://www.fldoe.org/core/fileparse.php/5625/urlt/doe610.xls)[Risk Analysis, Federal and State Grant Funding, Florida School Districts, State Colleges, State Universities, and State Agencies](http://www.fldoe.org/core/fileparse.php/5625/urlt/doe610.xls) |
| **Form Number and Name** | **Purpose** | **URL** |
| DOE 620Risk Analysis, Federal and State Grant Funding, Governmental¹ and Non-Governmental Agencies¹Governmental does not include state agencies | Required to be submitted and approved on an annual state fiscal year. Includes, but not limited to, community-based organizations (CBO), faith-based organizations (FBO), independent colleges, and county and city governments applying for state or federal funding | [DOE 620](http://www.fldoe.org/core/fileparse.php/5625/urlt/doe620.xls)[Risk Analysis, Federal and State Grant Funding, Governmental and Non-Governmental Agencies](http://www.fldoe.org/core/fileparse.php/5625/urlt/doe620.xls) |
| DOE C-676Voucher for Reimbursement of Travel Expenses | To request reimbursement for detailed travel expenses in compliance with Section 112.061, Florida Statutes, Chapter 691-42, Florida Administrative Code, State Chief Financial Officer memoranda, and the rules of the Department of Education | [DOE C-676 Voucher for Reimbursement of Travel Expenses after July 1, 2006](http://www.fldoe.org/core/fileparse.php/7604/urlt/0069766-fy060_travel_aft062006.xls) [DOE C676-C Voucher for Reimbursement of Travel Expenses – Out of State](http://www.fldoe.org/core/fileparse.php/7604/urlt/0069767-c-676-trave-reimbursement-out-state.xls) |
| DOE C-676CAuthorization to Incur Travel Expense | To request prior approval to travel and to provide estimated costs related to the travel | [DOE C-676C Authorization to Incur Travel Expense](http://www.fldoe.org/core/fileparse.php/7604/urlt/0069769-authorization_to_incur_travel.xls) |
| DOE 960Working Capital Advances | Request for working capital advances for community-based (CBO) or faith-based (FBO) organizations. Request must be submitted with the current year application for funding | [DOE 960 Working Capital Advances](http://www.fldoe.org/core/fileparse.php/7604/urlt/DOE960.doc)  |