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**SPECIAL ITEM OF REVENUE/GRANT**

**BUDGET INSERTION REQUEST FORM**

**DEPARTMENT:** **DIVISION:**

**CONTACT PERSON:** **TELEPHONE:**

**GRANT NAME:**

**STATE/FEDERAL AGENCY:**

**GRANT PERIOD:       GRANT AWARD: $**

**GRANT NUMBER:       CFDA #**

**MATCHING FUNDS:** (  ) In Kind (  ) Cash **MATCHING FUNDS: $**

**FUNDING:** (  ) New (  ) Renewal (  ) Supplemental

**PRIOR YEAR AWARD: $**

**FISCAL REPORTING:** (  ) Monthly (  ) Quarterly

**BUDGET SUMMARY:** Salary & Wage: **$** Other Expenses: **$**

**GRANT PURPOSE:**

**COUNTY PROGRAM/SERVICE SUPPORTED BY GRANT FUNDS:**

**REMINDER: Fiscal reports should reflect reconciled costs between salary allocations to actual time spent on grant activities. All fiscal reports filed with a State/Federal Agency for reimbursement must also be filed simultaneously with the Department of Finance, Division of Reimbursement for auditing purposes.**

**NOTE: This form and the complete grant award notice should be submitted as an attachment via email to Linda Bussiculo at** [**lbussiculo@ucnj.org**](mailto:lbussiculo@ucnj.org)**.**