

City of Lake Oswego

Finance Department

Grant Notification Form



GRANT

Name (Federal Grants)	_____		
CFDA#	_____	Grant No.	_____
Award Amount	_____		
Grant Period	Start Date _____	End Date	_____

GRANTOR

Agency	_____
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GRANTEE

City of Lake Oswego		
Department	_____	
Contact Name	_____	Ext. _____

- Award Notification
 - ✓ Submit copy of executed grant agreement to the Finance Department along with this form.

- TYLER Grant Accounts Request
 - ✓ Submit the Grant Accounts Request for TYLER form to the Finance Department.

- Grant Number and General Ledger (GL) Accounts
 - ✓ Finance will assign an internal tracking number to this grant.
 - ✓ All GL accounts will be set up and the grantee/department contact will be notified.
 - ✓ All related money received will be posted to the Tyler GL revenue account designed for this specific grant.
 - ✓ All expenses related to this grant need to be coded to the Tyler GL expense account(s) or via e-time in payroll.

- Payment Approvals
 - ✓ Always provide Finance a copy of submitted requests for reimbursement. Include the anticipated dollar amount and the internal tracking number assigned to this grant.

Finance Department Assigned Internal Tracking Number GR _____



Grant Accounts Request for TYLER

Grant Name _____

Grant Agency _____

Jurisdiction Federal _____

State _____

Other _____

Tracking Fund Name _____ Number _____

Related Departments _____

Expense codes needed

Salaries Full-Time _____

Part-Time _____

Overtime _____

Temporary/On Call _____

Materials & Services Special Projects _____

Misc. Professional & Tech _____

Other Materials & Supplies _____

Advertisement _____

Other: _____

Request submitted by: _____ Date: _____

To be completed by Finance

Revenue Account(s) _____

Expense Account(s) _____

Payroll ADP E-time Code _____

Completed by: _____ Date: _____

