



## Division of Grants Administration Request for Approval of Special or Unusual Costs

Complete and submit this form to request approval for the expenditure of federal or state grant funds on special or unusual costs.

Limit one request per form.

Completion and submission of this form satisfies the requirement in 2 CFR 200.407.

Name of Federal or State Grant

Name of Grantee  County-District #  Date

### Description of Costs

Describe the planned special or unusual cost.

Explain how the planned special or unusual cost is reasonable and necessary, allocable to the federal or state grant program, and properly documented by the application.

Explain why the cost is special or unusual to the circumstances of the federal or state grant program.

### Certification

Name and Title of Authorized Official

Signature of Authorized Official \_\_\_\_\_ Date

This form must be signed by the authorized official.

Email this signed form to TEA's chief grants administrator at [grants@tea.texas.gov](mailto:grants@tea.texas.gov).

### For TEA Use

- Request for prior written approval is approved as requested.
- Request for prior written approval is approved with the following changes:

- Request for prior written approval is denied.

Signature of Chief Grants Administrator \_\_\_\_\_ Date