

The University of the State of New York
THE STATE EDUCATION DEPARTMENT
 Grants Finance, Rm. 510W EB
 Albany, New York 12234

**FINAL EXPENDITURE REPORT FOR A
 FEDERAL OR STATE PROJECT
 FS-10-F Long Form (03/15)**

= Required Field

Local Agency Information

Funding Source: CARES ACT - GEER

Report Prepared By: Michael T. Kearns

Agency Name: Westbury Union Free School District

Mailing Address: 2 Hitchcock Lane

Street

Old Westbury

NY

11568

City

State

Zip Code

Telephone # of
 Report Preparer: 516-874-1804

County: Nassau

E-mail Address: mkearns@westburyschools.org

INSTRUCTIONS

- For State grants, final expenditure reports are generally due within 30 days after the grant's end date. Reports for federal projects are generally due within 90 days after the grant's end date. See the Grant Award Notice to verify the due date. However, the Department program office may impose an earlier due date.
- Agencies should use only the FS-10-F Long Form to report actual project expenditures.
- Agencies must maintain complete and accurate records and may be requested to provide additional detail to support reported expenditures.
- All encumbrances must have taken place within the grant's approved funding dates, which can be found on the FS-10 or FS-20 budget form and on the Grant Award Notice.
- The Chief Administrator's Certification on the Final Summary page must be signed by the agency's Chief Administrative Officer or properly authorized designee.
- Submit one report with original signature and one copy directly to Grants Finance, New York State Education Department, Room 510W EB, Albany, NY 12234.
- For special legislative projects, submit one report with original signature and two copies, along with a final program narrative report.
- For additional information, please refer to Fiscal Guidelines for Federal and State Grants at <http://www.oms.nysed.gov/cafe/guidance/>.

SUPPLIES AND MATERIALS

		Subtotal - Code 45	\$68,143
Purchase Order Date	Vendor	Check or Journal Entry #	Amount Expended
7/27/20	Apple, Inc.	JE#906	\$38,750
7/27/20	CDW	JE#906	\$26,872
8/11/21	Ocean Janitorial	JE#908	\$2,521

PURCHASED SERVICES WITH BOCES

Subtotal - Code 49		\$96,315	
Encumbrance Date	Name of BOCES	Check or Journal Entry #	Amount Expended
7/27/20	Nassau BOCES	JE#906	\$96,315

