



Submit before spending. If the expense is foreseeable during budget development, address it during budget negotiations. Inclusion in an approved budget does not waive prior authorization. DEC generally reviews requests within 15 business days. Retain the written approval and submit it with invoice support when the expense is charged. Use this form only when no other DEC prior authorization form fits the request.

Request Information

Grantee Name		Grant/Program	
Requested by		Requestor Email	
Request Date		Expected Expense Date	
Expense / Item Name		Vendor / Payee	
Total Expense		Total DEC Request	

Request Classification

☐ Unique but necessary program cost	☐ Expense is included in the approved budget
☐ Expense not addressed by another DEC form	☐ Expense is shared across grants/funding sources
☐ Special circumstance / one-time request	☐ Other

Grant Calculation Information & Supporting Documentation

DEC Budget Line Item		Funding Source(s)	
Calculation / Formula		Allocation Methodology	
☐ Quote/estimate/source documentation attached	☐ Budget/CMS detail attached or referenced		
☐ Applicable grantee policy/procedure attached or referenced	☐ Other supporting documentation attached		



Description of Expense *Describe exactly what is being purchased/provided and when.*

Necessity & Reasonableness *Explain why the cost is necessary, reasonable, and not appropriately handled under another form/category.*

Grant Alignment / Benefit *Explain how the cost directly supports the grant and who benefits.*

Additional Information *Include any conditions, funding-source restrictions, or other facts DEC should consider.*

Grantee Certification

☐ I understand approval does not make an otherwise unallowable cost allowable and does not waive budget, grant agreement, funding-source, or documentation requirements.

Authorized Requestor Name/Title:

Date:

Department of Early Childhood (DEC) Determination

☐ Approved

☐ Approved with Conditions

☐ Denied

Approved Amount:

**Budget Revision / Modification
Required?**

☐ Yes

☐ No

Approval / Effective Date:

Conditions / Limitations / Reason for Denial: