

**Division of Capital Construction**

CC-06 Funding Request Process for BEST Cash Grant Projects

**Vendors submit invoices to grantee for payment**

**Owners Rep collects invoices and reviews for scope and appropriateness**

**Grantee reviews invoices for accuracy and obtains appropriate signatures for the CC-06 form**

**CC-06 “Funding Request” with supporting invoices is prepared and submitted to CDE**

**CDE staff reviews CC-06 and invoices for scope, appropriateness, grant requirements and budget**

**After BEST division approval the CC-06 is sent to the CDE accounting department for processing**

**The CDE accounting department issues a pay warrant to the school district for State’s portion listed on the CC-06**

**If CDE identifies issues or has questions regarding the invoices listed on the fund request the CDE representative will contact the grantee and work with them to resolve issues and get questions answered. This could result in one or more revisions to the CC-06 requiring the grantee to resubmit the request with new signatures.**