



# Department of Grant Compliance and Administration Request for Approval of Special or Unusual Costs

Complete and submit this form to request approval for the expenditure of federal 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 Grant

Name of Grantee  County-District #

## 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 grant program, and properly documented by the application.

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

## Certification

Name and Title of Authorized Official

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

This form must be signed by the authorized official.

Email this signed form to **GrantSupport@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 Associate Commissioner and Date \_\_\_\_\_