

**NC DCDEE Pre-Kindergarten Program  
REQUEST FOR START-UP FUNDS**

<b>Contractor Name:</b>	
<b>Federal Tax Identification Number:</b>	
<b>Month/Year of Request:</b>	
<b>Contract Number:</b>	
<b>Start-up Funds Request Amount:</b>	<b>\$</b>

**TERMS: NET PAY IMMEDIATELY**

As a recipient of purchase of services funds from the NC DCDEE and the NC Pre-Kindergarten Program, we have determined start-up fund requirements for this program. As duly authorized officials of the above-named agency/organization, we hereby certify that, to the best of our knowledge, the amount of funds requested below represents our true cash needs and we will comply with all laws, regulations and contractual provisions that are conditions of payments under this contract. We agree to monitor our start-up fund expenditures and filled slots on a monthly basis and submit the quarterly start-up report to the NC Pre-kindergarten Program as indicated in our contract.

X	X
Signature of Superintendent/Chairman of the Board or designee	Signature of Chief Financial Officer or designee
	Date

**TO BE COMPLETED ONLY BY the NC Division of Child Development and Early Education:**

Account \_\_\_\_\_ CENTER \_\_\_\_\_ PO# \_\_\_\_\_

**Instructions:**

1. Enter the Contractor's official agency name.
2. Enter the Contractor's federal tax identification number.
3. Enter the month and year of the request for start-up funds.
4. Enter the Contract Identification number (such as 0099999).
5. Enter the amount of start-up funds requested.

**Print form and follow the instructions #6 through #8 below.**

6. Secure signature of the Superintendent, Board Chairman, CEO or designee for Contractor.
7. Secure signature of the Contractor's Chief Financial Officer or designee.
8. Submit one original, signed, completed form to the following address:

**US Mail Service Address**  
 NC Pre-Kindergarten Program  
 Attn: Lucille Baker  
 2201 Mail Service Center  
 Raleigh, NC 27699-2201

**Overnight Delivery Address**  
 NC Pre-Kindergarten Program  
 Attn: Lucille Baker  
 319 Chapanoke Rd., Suite 120  
 Raleigh, NC 27603

**TO BE COMPLETED ONLY BY the NC Division of Child Development & Early Education**

NC DCDEE Budget Office Approval \_\_\_\_\_ Date \_\_\_\_\_

NC DCDEE State Office Approval \_\_\_\_\_ Date \_\_\_\_\_