



OFFICE OF THE COMPTROLLER

FEDERAL MANUAL DRAW REQUEST FORM

INSTRUCTIONS: This form is used to process a draw outside of the weekly grant cycle. Please complete this form and email it to CTRFedGrant@mass.gov. A [Cash Deposit Input \(CD\) Form](#) must also be sent to Treasury after the draw takes place.

Information	
Date	Budget Fiscal Year
Department	Major Program
Appropriation	Program Code
Unit	Revenue Source
Federal Payment System	Letter of Credit
Sub Account	
Draw Request	
Description	
Department signatory certifies that expenses were properly made to support this draw request.	
Department Authorized Signatory	Date

For Office of the Comptroller Use Only	
Office of the Comptroller Authorized Signatory	Date