



STATE OF ALABAMA  
DEPARTMENT OF EDUCATION



Eric G. Mackey, Ed.D.  
State Superintendent of Education

August 11, 2022

**MEMORANDUM**

**TO:** County and City Superintendents  
**FROM:** Eric G. Mackey *EGM*  
State Superintendent of Education  
**RE:** Request for Federal Funds (ES-2)

This memorandum is to remind you of the importance of submitting in a timely manner the monthly Summary of Federal Funds (Form ES-2) for the month ending August 2022. This report with your original signature should be in our office by August 26, 2022, to ensure payment before the end of the fiscal year. This will apply to the ES-2s for federal funds not paid through e-GAP including those for the CARES and CRRSA Act funds.

**For e-GAP funds, the requests with all LEA-level approvals should also be completed by August 26, 2022.** Due to the state fiscal year closeout process and deadlines imposed by the State Comptroller's Office, requests for funds that are received later than this deadline may not be processed for payment until after October 1, 2022.

Please note that if you have an unapproved systemwide budget amendment that includes carryover, we will not be able to process any payment for carryover until after it is approved. If you submit your ES-2 timely, but the amendment is still not approved, then those funds cannot be disbursed to you. You may only request reimbursement of current year funds.

Your cooperation in this matter is appreciated. If you have any questions, please call your assigned accountant at (334) 694-4617.

EGM:BTP:NS

cc: Chief School Financial Officers  
LEA Accounting

FY22-3042

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