

Leadership Team Budget Contact Sheet

Contact Evan Davis for:

- Budget template issues
- Grant Award Letters (GAL)
- Reimbursement requests
- Formsite access and questions

Budget template reminder: Try and keep the template in the Excel format sent to you and do not convert it to a Google sheet (this conversion can cause the formulas to not work correctly).

Reimbursement request reminder: Formsite must be used when requesting award reimbursements. Evan can give you access and answer any questions about this process.

Contact your COMTSS Specialist for:

- Budget approval (written or verbal)
- Allowable spend down questions
- Spend down balance
- Guidance on spend down

Contact Information

Budget Manager

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COMTSS Specialists

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