



Mississippi Department of Public Safety Office of Homeland Security



Request for Advance Procedure

1. Written request on letterhead.
2. Include the grant number in your request.
3. Include the dollar amount of the request.
4. State what the funds will be used for.
5. Attach supporting documentation
 - a. PO/PR
 - b. PO/PR documentation – quote, bid, invoice, etc.
6. You will send your request to:
Mississippi Office of Homeland Security
1230 Raymond Road
Jackson, MS 39204
7. Your Request for Advance will be processed just as a reimbursement request and a check will be mailed to you or the funds will be wired to your account electronically (which ever method your jurisdictions uses).
8. **Once you pay for the equipment/services you are still required to send a copy of the paid invoice and check used to pay that invoice to our (MOHS) office. You will not be eligible for future funding until we receive the paid invoice and copy of check used to pay the invoice.**



Mississippi Department of Public Safety
Office of Homeland Security



Sample Request for Advance Letter

Date:

Dear Ms. Manuel:

We are requesting an advance of funds for grant # **(insert your grant number here)** in the amount of **(insert dollar amount here)**. These funds will be used to **(whatever you are purchasing)**. Attached you will find the required supporting documentation **(see #5 in Request for Advance Procedure)**.

Thank you for your assistance with this request.

Sincerely,

(Your Signature)

Name

Title