

OKGRANTS

REQUEST FOR FUNDS

1. Log on to OK Grants.
2. Go to “**My Tasks**” and click on **Contract Name/number**
3. This will take you to the screen that has the following:

View, Edit and Complete Forms
Change the Status
Access Management Tools
Examine Related Items

4. Click on **Examine Related Items**

Click on **Initiate ODOC Advance**

The next screen that comes up:

5. Agreement

“Are you sure you want to initiate an Advance?
Click: I agree or I Do Not Agree

The next screen is the ODOC Advance Menu

6. Click on **View, Edit and Complete Forms**
7. Click on the **Request for Payment**. This brings up the form. Fill out and save the form.

At this point the form is ready to be submitted to ODOC:

The Authorized Official (AO) or the Financial Officer (FO) are the only roles that can submit the form.

If the AO or the FO is signed in and has filled out this form continue with these steps to submit the Request for Payment to ODOC (**if you are signed in as a writer please skip to steps 11 – 14 below**)

8. Click on the Document Information at the top of the screen. (ex: 13240-003-CDBG) This will take you back to the ODOC Advance Menu screen

9. Click on “**Change the Status**” button.
10. You will have two possible statuses – ***Click on the appropriate option***
 - A. Advance Cancelled (with an “Apply Status” button)
 - B. Advance Submitted (with an “Apply Status” button)

CONGRATULATIONS YOU HAVE SUCCESSFULLY SUBMITTED YOUR REQUEST FOR PAYMENT.

11. The AO or the FO must log into OKGrants.
12. Go to “**My Tasks**” and click on **Name of the Advance** (ex. 13240-003-CDBG)
 (“Current Status” will say Advance in Process)

The next screen will be the ODOC Advance Menu which will show:

View, Edit and Complete Forms
Change the Status
Access Management Tools
Examine Related Items

13. Click on “**Change the Status**” button.
14. You will have two possible statuses – ***Click on the appropriate option***
 - A. Advance Cancelled (with an “Apply Status” button)
 - B. Advance Submitted (with an “Apply Status” button)

CONGRATULATIONS YOU HAVE SUCCESSFULLY SUBMITTED YOUR REQUEST FOR PAYMENT.