<Grantee Organizational Letterhead>

< Date >

Department of Emergency Services and Public Protection

Strategic Planning and Community Preparedness (SPCP Unit)

3rd Floor North

1111 Country Club Road

Middletown, CT 06457

Dear SPCP Unit Staff:

The purpose of this letter is to clarify purchases paid through vendor credits for the School Security Competitive Grant Program (SSCGP) on behalf of \_\_\_<Grantee Name>\_\_\_, Grant Number \_\_\_<Grant Number>\_\_\_. The vendor, \_\_\_<Vendor Name>\_\_\_, applied credits to the following invoices on behalf of Newington Public Schools in the following amounts:

|  |  |  |
| --- | --- | --- |
| **Invoice #** | **Amount of Credit and Invoice Payment** | **Additional Notes:** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

The source of these credits are confirmed by \_\_\_\_<CFO Name>\_\_\_\_ , Chief Financial Officer and \_\_\_\_\_<CEO Name>\_\_\_\_Chief Executive Officer to have been paid for by \_\_\_<Grantee Name>\_\_\_, Furthermore, it has also been certified by the aforementioned officials that the invoices and projects to which these funds were originally attributed to were not paid for by other state or federal grant programs.

Attached to this letter you will find confirmation from the vendor, \_\_\_<Vendor Name>\_\_\_, confirming the amounts and application of these credits.

<CFO Signature>

<CFO Typed Name>

<CEO signature >

<CEO Typed Name>

Enclosures: Copies of checks paying original invoices if available.