

COMMONWEALTH OF PENNSYLVANIA
PENNSYLVANIA DEPARTMENT OF EDUCATION
BUREAU OF SPECIAL EDUCATION
December 7, 2007

SUBJECT: PDE-352 and PDE-352M requests for School Based Access
Program Restricted Account Monies

TO: Intermediate Unit Executive Directors
Intermediate Unit Special Education Directors
School District Superintendents
Chief Executive Officers Charter Schools

FROM: John J. Tommasini
Director

Please be advised that when you submit a PDE-352 or PDE-352M form for draw down of School Based Access Funds that you first review your account on the Financial Accounting Information System (FAI) for the most up to date fund information. Recently, a considerable number of requests have come to the Bureau and the Local Education Agency does not have the amount of funds requested.

For questions about this process, please feel free to contact Alka Bal, Pennsylvania Department of Education, Bureau of Fiscal Management at 717-783-6535 or via email at abal@state.pa.us. Your assistance in assuring compliance with this requirement is greatly appreciated.

JT/rr