



1530.11: Request for Special Allocation (Form 787B)

If the receiving Unit has an extraordinary expense(s) for which they need a special allocation due to circumstances beyond the control of the local Unit, complete the original and 2 copies of Form 787B and forward to the appropriate DHS local office.

Complete Section I showing the legally available funds including tax anticipation warrants and loans as well as the current bank balance since a special allocation request will only be considered if legally available taxes are equal to zero or if the cash balance is less than actual reported expenses for the past month.

Complete Section II showing the expenses for which the special allocation is needed and the dollar amount for each type of expense.

Complete Section III showing a detailed justification for the request. This includes such things as a large layoff at a major employer.