



## **Returning Funds to the State**

If the Office of Local Finance advises to return funds to the state, please have a check written to the state treasurer from the fund and subfund or cost center in which the funds are located.

Make check payable to: Treasurer, State of Tennessee

Mail to:  
Tennessee Department of Education  
Attn: Teresa Purcell  
Andrew Johnson Tower, 10<sup>th</sup> Floor  
710 James Robertson Parkway  
Nashville, TN 37243

Please make a note on the check or attach a note explaining exactly what the check represents (grant, year original payment received, reason for return, etc.)

If you have any questions, please contact your regional fiscal consultant.