For the LoCIP reimbursement form to appear properly, please make sure that you view the form in **NORMAL** workbook view.

* Open the form in Excel

* Click on the **VIEW** tab at the top of your screen
* Then click on **Normal** view

For the LoCIP Project Authorization form to appear properly, please make sure that you view the form in **PRINT LAYOUT** view.

* Open the form in Microsoft Word
* Click on the **VIEW** tab at the top of your screen

* Then Click on **Print Layout** view