REIMBURSEMENT REQUEST FORM



CERTIFIED SIGNATURE

Name of Municipality ("Grantee"):
Name of Project:
Date:
The undersigned certifies that he or she is an approved agent of Grantee authorized to execute this Funding Request on behalf of Grantee, that the representations made in the attached are true and correct in all material respects as if made on the date hereof.
Authorizing Signature
Title:
Print Name:

SUMMARY OF EXPENSES (BY CATEGORY)

Summary of Eligible Expense

Below, provide a summary, by category, of all eligible expenses requested for reimbursement: e.g. labor, materials, equipment, etc. An itemized summary of reimbursable expenses is required on the back side of this form.

Reimbursable expenses shall include those outlined in the approved cost estimate submitted with the Grant Agreement. Total requests for reimbursements shall not exceed the approved grant amount set forth in Grant Agreement.

NAME OF CATEGORY	Total Per Category
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Total Reimbursement Requested:	
(Shall not exceed approved Grant Award)	\$

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Name of Municipality ("Grantee"):

Name of Project:

Date:



ITEMIZED EXPENSES

Below, provide specific details for each pay item itemizing all eligible expenses requested for reimbursement. Pay items shall equal category totals (from front sheet) and match cost estimates included in the Grant Agreement.

Payee	Check No.	Date	Amount	Description
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
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			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
Total Re	eimbursement Re	equested:	\$	

The following shall be attached as support documentation for the above:

- (i) an invoice for each pay item of eligible expense for which reimbursement is requested;
 - a) the front and the back of canceled checks or other written evidence documenting the payment of each invoice
 - b) for Eligible Expenses which are wages or salaries, payroll registers containing a detailed breakdown of earnings and withholdings, together with both sides of canceled payroll checks evidencing payment thereof
- (ii) In-Kind Contribution forms shall also be completed to document all donations of goods, services, and volunteer efforts.