

EZ GRANT REIMBURSEMENT REQUEST FORM

Grant Recipient: Elliotborough City

Request Number: 1 2

Project Completion: fully completed partially completed (____%); explain below
Additional space is provided on Page 2 for description of final project if needed.

Double click on the spreadsheet below to enter your budget information. The Costs column will total automatically.

	List all Cash expenditures or Donations (consultant/contractor name, type of service, etc.)	Costs	Cash or Donation?
1	Symons Engineering: Floors, windows, weatherize doors, etc.	\$ 14,000	cash
2	National Trust Conference + Membership dues	\$ 1,000	donation
3	Admin: paid staff for grant management + office supplies	\$ 1,000	donation
4	Johnson Consultants: ILS for 2 buildings	\$ 4,000	cash
5		\$	
6		\$	
7		\$	
8		\$	
TOTAL PROJECT COST		\$ 20,000	

Attach invoices and proof of payment (cancelled check, etc.) for expenditures.

Attach time sheet or other documentation for donated services or materials.

Attach appropriate bid documentation for expenditures over \$1,000.

—OR—

Our local government's purchasing and procurement policies were followed for all expenditures, and the appropriate records are on file.

I hereby certify that the expenses, donations, and activities accounted for in this reimbursement are legitimate and correct.

Mary Ann
Signature, Grantee Representative

12-18-17
Date