



Federal Funds Reimbursement Request

Requester Information

Name

Address

City

State

Zip

I am requesting reimbursement from the following federal grant (circle one):

Perkins Basics SPED Planning Region Team (PRT) Grant RDA TIP Support Other

Amount being requested:

What is the purpose of the request (ex. Reimbursement for equipment, mileage, registration, etc.):

The following items must be included with this form for reimbursement to be processed:

- 1. Receipt showing purchase date, total cost, item and/or model number (if applicable), serial number (if applicable) - (ex. Invoice, mileage sheet, registration confirmation)
2. Accounting software printout showing appropriate federal funds coding

Signature of Requestor

Printed Name of Requestor

Date

Signature of Grant Coordinator

Printed Name of Grant Coordinator

Date

For ESU 8 Business Office Use Only

Expenditure Account Code:

Dollar Amount:

Expenditure Account Code:

Dollar Amount:

Expenditure Account Code:

Dollar Amount:

Date of Payment: Business Manager Initials: Administrator Initials:

*Federal funds must be receipted and expended out of the appropriate accounting codes in your accounting software to receive federal funds reimbursement. If you have any questions regarding the coding, please contact the ESU 8 Business Office @ (402) 887-5041 xt 1222.

*All equipment purchased with ESU 8 federal funds must be labeled to identify the year of purchase and the name of the ESU 8 grant that paid for the purchase.