



# MEAD EDUCATION FOUNDATION

"Innovation Deserves To Be Rewarded"

## Grant Fund Reimbursement Request

### Grant Reimbursement Procedures

1. The amount of your Mead Education Grant is listed below.
2. Please save and attach receipts and/or invoices for each expense.
3. Forward reimbursement summary form and original receipts to Mead Education Foundation, **via District mail 90 days from award date.**
4. Give clear payee instructions, i.e.: who should the reimbursement check(s) be made payable to?
5. Tell us (see below) where to send the reimbursement check(s)
6. Retain copies of all receipts and summary for your records.

School: \_\_\_\_\_

Date: \_\_\_\_\_

Grant Applicant: \_\_\_\_\_

**Grant Award Amount:** \$ \_\_\_\_\_

Please list Expenditures/Purpose/ Details:

_____	\$ _____
_____	\$ _____
_____	\$ _____

**Total Amount:** \$ \_\_\_\_\_

Make Reimbursement Check(s) Payable To: \_\_\_\_\_

Send Reimbursement Check(s) To:

- The grant applicant, via district mail -or-
- The vendor listed on invoice/receipt sent, via regular mail to address below:

\_\_\_\_\_  
\_\_\_\_\_

Contact: \_\_\_\_\_ Phone Extension \_\_\_\_\_ For Questions.

Please Print Name