

# GRANT PAYMENT/ REIMBURSEMENT FORM

## Guidelines for Education Foundation of Teton Valley Grant Recipients

Funding for your grant can be accomplished in three ways:

1. The teacher purchases the items, and sends in this reimbursement form to TVEF for immediate reimbursement.
2. The school or district office can purchase the items for the grant and the TVEF will reimburse the school.
3. The grant recipient can stop in at the TVEF Office in the High School with an appointment and Staff will purchase the items on the TVEF credit card.

To obtain reimbursement for Options 1 or 2, please complete the following:

Name of Purchaser: \_\_\_\_\_

Purchaser's Mailing Address: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Grant Project Description or Name: \_\_\_\_\_

Amount Awarded: \_\_\_\_\_ Amount Used: \_\_\_\_\_ Balance: \_\_\_\_\_

**Please attach receipts.**

I intend to return the unused balance to the Education Foundation of Teton Valley.

I intend to use my balance prior to the end of this school semester.

VENDOR	DESCRIPTION	DATE	AMOUNT
			\$
			\$
			\$
		Total:	\$

I certify that the above expenses are accurate and are solely for the use of this grant and that the items purchased remain the property of Teton School District 401 and not the instructor who purchased them. Any misuse of funds or property will be reported to the TSD401 office.

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

Education Foundation of Teton Valley, P.O. Box 1111 Driggs, ID 83422 [ExecutiveDirector@TetonEducation.org](mailto:ExecutiveDirector@TetonEducation.org)

THIS FORM IS A FUNDING CONTRACT. IF YOU DO NOT UNDERSTAND ANY PORTION OF THIS DOCUMENT, PLEASE CONTACT OUR OFFICE AND A STAFF MEMBER WILL REVIEW YOUR RESPONSIBILITIES WITH YOU.

updated 11/14/18