

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 EFTV for immediate reimbursement.
2. The school or district office can purchase the items for the grant and the EFTV will reimburse the school.
3. The grant recipient can stop in at the EFTV Office in the High School with an appointment and Staff will purchase the items on the EFTV 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

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.