



## Inspiration & Incubation(i<sup>2</sup>) Grant Reimbursement Request for 2023-2024 School Year

|   |  |   |
|---|--|---|
| <b style="color: red;">Department:</b><br><br>_____ | <b style="color: red;">Grant #:</b><br><br>_____ | <b style="color: red;">Name of Person Submitting Form:</b><br><br>_____ |
|---|--|---|

**Instructions:**

1. In order to pay for your project, work with your Department Admin to pay your vendor or purchase your items using a purchase order or credit card using expense GL code: 10-1-DV-8019-00-80190-01-2700-XXXXXX (DV = Division code, which is: Activities 02, Curriculum 30, Early Learning 02, Equity 11 and Transitions 11. XXXXXX is the object code.)
2. If you are purchasing books or other items, we encourage you to make these purchases through our Amazon [Bellevue Schools Foundation Link](#) as BSF will receive a donation for a portion of the cost.
3. To receive your award funds from Bellevue Schools Foundation, you must submit this Reimbursement Request as a Microsoft Word document by email to [grants@bsfdn.org](mailto:grants@bsfdn.org) any time after you have paid for your project, but no later than **Friday June 28, 2024**. **Please use your grant # and Department as the subject line of the email. Please submit a form for each separate grant.**
4. Attach PDF copies of all expenditure documentation such as vendor invoices, receipts, and/or BSD transportation bus charges, as proof of payment. The Bellevue Schools Foundation will reimburse your Department through the Bellevue School District Accounting Office. The Foundation cannot reimburse a BSD employee, the school PTSA, a volunteer, or the vendor.

5. Please fill out the chart below to request your project reimbursement:

| Date of Service:   | Description of Activity: | Vendor:  | Amount:   |
|--|--------------------------|--|-----------|
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|  |                          | (add rows if needed)   |           |
| <p><b>Check will be made Payable to BSD to credit your Budget Code. Please fill in :</b></p> <p>10-1-__-8019-00-80190-01-2700-XXXXXX</p> <p>DV</p> <p>DV = Division code (Activities 02, Curriculum 30, Early Learning 02, Equity 11 and Transitions 11.) XXXXXX is the object code.</p> |                          | <p><b>Total Expenditures (Attach Receipts)</b></p>                           | <p>\$</p> |
|  |                          | <p><b>Awarded Grant Amount Available</b></p>                                 | <p>\$</p> |
|  |                          | <p><b>Amount to be Reimbursed (Must be equal to or less than grant.)</b></p> | <p>\$</p> |
|  |                          | <p><b>Amount of Grant Remaining</b></p>                                      | <p>\$</p> |

6. YOUR PROJECT REPORT FOR THIS YEAR MUST BE RECEIVED BEFORE FOLLOWING YEAR APPLICATIONS WILL BE CONSIDERED.

**THIS FORM MUST BE SUBMITTED BY FRIDAY, JUNE 28, 2024.**

Late reports will be accepted only if prior arrangements are made with the Bellevue Schools Foundation.