



Arts, Enrichment & Innovation Grant Reimbursement Form for 2018-2019 School Year

Instructions:

1. In order to receive your award funds, you must submit this form to Bellevue Schools Foundation through District mail to BSF at WISC Building #5 or scan materials and e-mail to info@bsfdn.org.
2. The Bellevue Schools Foundation will reimburse your school through the Bellevue School District Accounting Office. The Foundation cannot directly reimburse a BSD teacher, staff member, school volunteer or vendor. Request reimbursement or payment by submitting this form by June 7, 2019. Attach copies of all vendor invoices and all receipts or proof of payment.
3. Fill in the form below. Please include complete information in order for us to reimburse your school or vendor in a timely manner.
THIS FORM MUST BE SUBMITTED BY JUNE 7, 2019.

Grant #: _____	School: _____	Teacher Name: _____	
Date of Service:	Activity:	Vendor:	Amount:
Make Check Payable to: Budget Code: GL# _____ <i>Obtain budget code from your school's office manager.</i>		Total Expenditures (Receipts)	\$
		Grant Amount	\$
		Amount to be Reimbursed	\$