

# REIMBURSEMENT REQUEST SUMMARY

Organization: \_\_\_\_\_ Funding Code String: \_\_\_\_\_ Contract # \_\_\_\_\_

*Instructions: All of the Time and Expense sheets should be summarized on this form. The totals of expenditures and donations are shown here. This completed, signed form, along with the individual Time and Expense sheets, must be submitted at the time the request for reimbursement is made.*

Time and Expense Sheet No.	Name from Time and Expense Sheet	Grant Reimbursement Amount	In-kind and/or Cash Donation Amount

<b>TOTALS</b>		
<b>TOTAL OF CASH AND DONATIONS</b>		

*I hereby certify that the expenses, donations, and activities accounted for in this reimbursement are legitimate and correct.*

\_\_\_\_\_  
Signature, Grantee Representative

\_\_\_\_\_  
Date