|  |  |
| --- | --- |
| Date:  |  / /  |

\*Please note, for record keeping on the joint spreadsheet VALEES records the Perkins request using the date (month) provided above.

|  |
| --- |
| **Contact information**  |
| District  |  |
| Name |  |
| Phone number  |  |
| Email address  |  |
| **Reimbursement information**  |
| Account number | Amount of request | Description |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  TOTAL: |  | *Total amount of request. Add all lines.* |

*Add rows to the table as necessary.*

**Attach** 1.) a receipt or paid invoice for every expense

 2.) an updated copy of your FY20 Perkins Excel spreadsheet and

 3.) a copy of the general ledger that matches the request and the most recently

 approved grant budget.

VALEES uses the date recorded at the top of this page to record your request. Spreadsheets are available at www.valees.org. Expenditures must align with most current approved grant.

|  |  |
| --- | --- |
| Authorized Signature (Grant contact) | Date |