



Request for Grant Disbursement of Funds Instructions & Form

Process:

1. Fill out the Grant Disbursement Form.
2. Fill out the End of Grant Reporting Form, once the grant project has been completed.
3. Send a copy of an order form, an invoice or receipt(s) to cover the expense requested.
4. The SCEF will write and mail checks to all vendors submitted and approved for reimbursement. Please include to whom the check is to be written, the address of where it is to be sent, and a contact phone number or email if applicable.
5. If you require reimbursement you must provide the receipts before a check can be written. *However, we will be unable to reimburse any sales tax that may have been paid.*
6. If a check cannot be sent directly to a vendor, it is the responsibility of the grant recipient to purchase the necessary items and submit for reimbursement. (for example: Amazon)

Email the Request for Grant Disbursement of Funds Form and applicable invoices/receipts to scefgrants@gmail.com

Questions?

If you have questions regarding the disbursement of grant funds, contact us at scefgrants@gmail.com.

Request for Grant Disbursement of Funds Form

Email to: scefgrants@gmail.com

Name of Grant: _____

Contact Person(s): _____

Contact Person(s) Email: _____

Contact Person(s) Phone Number: _____

Grant Cycle: Year _____ Fall _____ Spring _____ Date Grant Completed _____

Make Check Payable to: _____

Address to Where Check Should be Mailed: _____

Contact Name and Phone Number of Vendor (if applicable): _____

Total Amount of Grant Award: _____ Amount of Disbursement Request: _____

Please allow at least two weeks from our receipt of this form for the disbursement of funds.

An order form, invoice or receipt(s) covering the expense requested must be attached.

Please note that equipment and/or software purchased through a SCEF grant becomes the property of the South Country School District.

Comments:

