

Reimbursement Request Form

REQUIRED

75% of the total grant amount can be reimbursed upon receipt of all proper and complete documentation prior to completion of the Project. The remaining 25% of the total grant amount will be reimbursed upon completion of the Project and after receipt of all proper and complete documentation showing monies spent by the grant recipient on the project as described in the application. **Complete this form and email it to racheltokerk@utah.gov.**

Project Name:			
Contract Number:			
Date of Reimbursement:			
Grant Recipient (Organization):			
Mailing Address for Check:			
Legal Status of Grant Recipient (select one):	<input type="checkbox"/>	Governmental Agency or	
	<input type="checkbox"/>	Non-Profit Corporation	
Reimbursement Requested:			
Payment Type Requested (select one):	<input type="checkbox"/>	Partial (1st payment – 75% of Funding Total)	
	<input type="checkbox"/>	Final (2nd payment)*	
	<input type="checkbox"/>	Final (only payment)*	
Total Amount spent for project or total amount to date:		If 2nd payment, total amount previously received:	
Grant Recipient's Match (Final Payment):			

*Only check **Final** if **ALL** work is completed

Briefly describe what was (or will) be accomplished with these funds:

With this request, is the project now complete?

- Yes. The site visit has been scheduled for:** _____
- Yes. A site visit needs to be scheduled (please contact racheltokerk@utah.gov)**
- Yes. There is no need for a site visit; pictures have been provided with closeout.**
- No.**

If the project is now complete, have you erected Fiscal Incentive Grant attribution signage?

- Yes, FIG attribution signage is at the site.**
- No, FIG attribution signage is not at the site yet but will be by** _____
- N/A, Project is not complete.**
- Please attach a ledger of your expenses plus copies of all invoices as well as proof of matching funds received and spent. As noted in the application and contract, eligible expenses for reimbursement may be a combination of cash and in-kind donations. Acceptable in-kind donations are non-cash donations in the form of equipment, supplies, services, and other expendable property. All expenses to be reimbursed must have been spent on the Project as defined in the contractor's Fiscal Incentive Grant Application.**

Signature & Date

Title

FOR UTAH DIVISION OF OUTDOOR RECREATION USE ONLY

Ordered By

Date

Received By

Date

Approved By

Date

Contract #	
Fund:	1000
Dept:	560
Unit:	8641
Appr:	RSQ
Obj:	7501
Program:	COHVTAX

