

# Martinsville City Public Schools Endowment Fund

746 Indian Trail, P.O. Box 5548, Martinsville, Virginia 24112

"Creating a future of opportunities for all children of Martinsville  
and therefore enhancing the quality of life for all"

## GRANT REIMBURSEMENT PROCEDURE AND REIMBURSEMENT FORM

- If an individual pays for items, the individual shall complete the reimbursement section below and submit this form to the endowment treasurer.
- If items are paid from the school activity account, the bookkeeper should fill out this form and submit for reimbursement, also providing copies of supporting documentation.
- Preferably and vendor willing, an invoice can be made out to the Martinsville City Public Schools Endowment Fund. The purchaser is to annotate on the invoice that all items have been received, sign and date, thus approving for payment. The invoice should be forwarded to the endowment treasurer for direct payment.
- All reimbursement requests should be submitted to the endowment treasurer (Travis Clemons) at central office. Reimbursements will not exceed the Board and Grant Committee approved allocation.
- Please note that all reimbursement requests are due to the treasurer by the last teacher workday, annually. Funds will not be available for reimbursements after this deadline as unexpended grant funds will automatically be carried forward for availability in the subsequent grant cycle.

Name : \_\_\_\_\_ School : \_\_\_\_\_

Grant: \_\_\_\_\_

---

Reimbursement for: (Itemize and attach all receipts)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Total Reimbursement Requested: \$\_\_\_\_\_

_____	_____
Signature	Date

Approved by:

_____	_____
Treasurer	Date