



Have you sought other sources of support for this request? _____
If yes, please list and identify if sources are available, pending or denied.

Please attach itemization of proposed expenses.

Signatures:

Teacher/Staff: _____ Date: _____

Approved:

Resource Teacher: _____ Date: _____

Principal: _____ Date: _____

PROCEDURES FOR REIMBURSEMENT OF GRANT REQUEST EXPENSES:

Reimbursement of approved expenditures incurred by faculty at Gaithersburg High School from funds available from the Gaithersburg High School Education Foundation will be made only as follows:

- 1. *Application*** -- The Gaithersburg High School Grant Application Form must be completed and signed by the participating teacher/staff and by the applicable Resource Teacher. The request must include the completed Statement of Expenses with an estimate of expenses. *The completed application is to be submitted to Principal, Gaithersburg High School.* The Principal will provide to the Foundation a complete copy of any application for which Foundation funds are requested.
- 2. *Request for Reimbursement*** -- A copy of the completed Statement of Expenses, with actual expenses and substantiation, including receipts, must be submitted for reimbursement. Program costs that are payable in advance will be paid by the Foundation directly. Please include correct payee name.
- 3. *Due Date*** -- Completed expense forms must be submitted to the Foundation within 30 days following completion of the program for which reimbursement is sought. Failure to submit within 30 days may result in denial of the reimbursement.
- 4. *Evidence of Completion (for Professional Development Grants)***: Teacher/staff must submit evidence of program completion within 30 days of completion. Failure to provide such evidence will result in withdrawal of grant funds. Any funds already distributed for the program will be immediately due and payable by the grantee

If you have any questions, you may contact the President or Treasurer of the Gaithersburg High School Education Foundation