



Ketchikan Gateway Borough  
Borough Grant Program

**EXHIBIT E – REIMBURSEMENT REQUEST**

<b>KETCHIKAN GATEWAY BOROUGH</b>				
DIRECT BOROUGH GRANT REIMBURSEMENT REQUEST				
Grantee:			GL Number:	
Project Name:			Report Period:	
Report #:		Final - Yes / No	From:	To:
<b>Borough Share Grant Funds</b>				
Cost Category	Authorized Budget	Expenditures this Report Period	Total Expenditures to Date	Balance of Grant Funds
Program Funds	\$			\$
Administration	\$			\$
<b>Total this Report</b>	\$			\$
Less/Advance/DVP	\$			\$
Net Reimbursement	\$			\$
<b>Grantee Share Contribution</b>				
Cost Category	Local Share Authorized Budget	Local Share Expenditures This Period	Total Local Share Expenditures To Date	Balance of Local Share Contribution
Local Share Contribution	\$			\$
Administration	\$			\$
<b>Total Local Share Expenditures</b>	\$			\$
<b>Requirements:</b> Grantees are required to fill out a Borough Community Grant Final Report Form with the final reimbursement requests. Organizations awarded Grants of \$5,000 or more are also required to submit progress reports during the first, second and third quarters whether funds were expended that quarter or not. Quarterly reports should be no more than two pages long.				
<i>Grantee Certification: I certify that the above information is true and correct, and that expenditures have been made for the purpose of, and in accordance with, applicable grant agreement terms and conditions.</i>				
			Ketchikan Gateway Borough (KGB) Finance Department Use	
			Purchase Order No:	
Grantee Signature		Date	Payment Amount:	
			KGB Approval:	
Name and Title			Date:	



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**GRANT EXPENDITURES**

Please list all expenditures and contributions made on this project for the time period being reported. Check whether this expenditure should be credited to the KGB portion of the grant, the grantee portion or both.

DATE	AMOUNT	VENDOR	KGB	GRANTEE
<b>TOTAL</b>	\$			

NOTE: Documentation for all expenditures and local share contributions must be attached. This includes invoices, timesheets and other documentation necessary for expenditure verification. If additional space is required, please report contributions on a separate page and attach. In-Kind equipment usage must list make, model and year of equipment used in addition to the number of hours contributed. Please use the in-kind equipment usage form to report this information.

REMARKS: