

REIMBURSEMENT REQUEST

State of Alaska Division of Agriculture

1801 S. Margaret Dr., Ste 12, Palmer, AK 99645 * Phone: 907-745-7200 Fax: 907-745-7112

Project Number: 2023- XXXX-chickens, ducks, and eggs (Small Animal Project)

2023-XXXX-Cows, Goats, and harvested meat (Large Animal Project)

Project Coordinator Name: Grantee Name

Request Date: Today's date

Category	Description	Budgeted/Grant Award Total	Amount Already Paid (50% Advance)	Amount Requesting
Small Or Large Animal	Hay & Grain feed	* <input type="checkbox"/> \$2,000	\$1,000	\$1,000
		or * <input type="checkbox"/> \$5,000	\$2,500	\$2,500

***Check the appropriate project type and dollar amount of the project you were awarded.**

Small Animal Projects had an award amount of \$2,000, your advance was \$1,000, and you will be reimbursed \$1,000 should your reviewed receipts & final report receive approval.

Large Animal Projects had an award amount of \$5,000, your advance was \$2,500, and you will be reimbursed \$2,500 should your reviewed receipts & final report receive approval.

**Please attach all associated receipts, paid invoices, and/or purchase orders to back up expenses. Final reimbursement requests must also include all required project reports. **

Grantee or Project Coordinator hereby certifies that payment was used for Hay & Grain expenses per terms of MGFS 2023 Grant Contract(s),

Grantee Signature

Today's Date

Grantee or Project Coordinator Signature

Date

Have you submitted all the required documentation to close out your grant?

Reimbursement Request form

All eligible Receipts, paid Invoices (not Quotes), and/or Purchase Order(s) with dates that correspond to your grant project period of performance

Final Report with all fields filled out

A minimum of one photo of your project that captures the essence of your project (if applicable)

This reimbursement request is provided as an **example** only to provide guidance. Please ensure as you fill out your reimbursement request that you use the data associated with your fully executed grant agreement.