EXAMPLE – GRANT FUNDS REIMBUSEMENT COVER LETTER

SCHOOL LETTERHEAD

Date:

RE: Request for Reimbursement

 Grant Name (e.g. Supp School Improvement, Title II, UniSIG)

 Description of Purpose (e.g., February expenses)

 Total reimbursement amount: $XXXX.XX

Attached to this reimbursement request are the following:

1. Invoice and itemized listing using Excel template

2. Proof of payment for each itemized expense

*I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(principal/administrator), certify to the best of my knowledge and belief that the information provided herein is true, complete, and accurate. I am aware that the provision of false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative consequences including, but not limited to violations of U.S. Code Title 18, Section 2. 1001, 1343 and Title 31,Sections 3729-3730 and 3801-3812.*

*[name of school] further attests that this request for reimbursement is for valid expenditures and complies with all applicable state rules and federal regulations, including, but not limited to, the applicable federal Office of Management and Budget Circulars; the federal Education Department General Administrative Regulations; and program-specific statutes, rules, and regulations. The school further states that these expenditures are necessary, reasonable, and allocable to achieving the grant objectives.*

Sincerely,

[Manual/electronic signature]

Principal/Administrator typed name