**Kentucky Department of Education**

**Nita M. Lowey 21st Century Community Learning Program**

# **QUARTERLY REIMBURSEMENT REQUEST**

**NOTE: Grantees are required to attach the MUNIS, all purchase/field trip requests, and approvals into one PDF e-mail attachment and submit it to your KDE consultant.**

**Check to ensure the items below are in this document as ONE attachment:**

[ ]  **Reimbursement Request** *(Include a* ***detailed*** *description under each section)*

[ ]  **Detailed MUNIS Report** *(Include Quarter to Date column)*

[ ]  **All purchase requests and email approvals** *(Include all field trip, technology, contractual, travel, and supplies)*

**Date Submitted:** Click or tap to enter a date.

**Grant Cycle:** Click here to enter text.

**Grant Type:** Choose an item.

**Fiscal Agent:** Click here to enter text.

**Co-applicant:** Click here to enter text.

**BUDGET project #:** Click here to enter text.

**Amount requested:** Click here to enter text.

*(MUNIS Project Report or Report of Expenditures must accompany reimbursement request and reflect amount requested)*

**School(s) Served:** Click here to enter text.

**Physical Address:** Click here to enter text.

**district:** Click here to enter text.

**# OF REGULAR ATTENDEES:** Click here to enter text.

**# OF DAILY ATTENDEES:** Click here to enter text.

**Site Coordinator:** Click here to enter text.

**Program Director:** Click here to enter text.

**Name of Staff Member Submitting Report:** Click here to enter text.

**E-mail/Phone:** Click here to enter text.

**project director/coordinator signature:** Click here to enter text.

Include a **detailed** description under each section.Justify expenses for each category, including any vendors. List your program activities in each section. **Please limit your budget breakdown to these pages**.

| **Personnel/Fringe** *(Please include each position paid for with 21st CCLC funds this quarter-example: Certified Teachers, Site Coordinator, Director, Classified Staff, and others.)* | **Amount** |
| --- | --- |
| Click here to enter text. | Click here to enter text. |

Justification (Explain use in programming):

* Click here to enter text.

| **staff Travel** *(Please identify where you traveled to and from and why. Provide a justification below.)* | **Amount** |
| --- | --- |
| Click here to enter text. | Click here to enter text. |

Justification (Explain use in programming):

* Click here to enter text.

| **Equipment/Technology** *(Please identify items purchased, quantity, and cost of items. Then list the total amount.)* | **Amount** |
| --- | --- |
| Click here to enter text. | Click here to enter text. |

Justification (Explain use in programming):

* Click here to enter text.

| **Supplies/Materials** *(Please identify items purchased, quantity, and cost of items. Then list the total amount.)* | **Amount** |
| --- | --- |
| Click here to enter text. | Click here to enter text. |

Justification (Explain use in programming):

* Click here to enter text.

| **Contractual** *(Please identify any funds that were spent on contractual agreements this quarter.)* | **Amount** |
| --- | --- |
| Click here to enter text. | Click here to enter text. |

Justification (Explain use in programming):

* Click here to enter text.

| **program Transportation** *(Bus driver pay, field trips, and program transportation.)*  | **Amount** |
| --- | --- |
| Click here to enter text. | Click here to enter text. |

Justification (Explain use in programming):

* Click here to enter text.

| **Other** *(Please identify any items that are not addressed in the other sections.)* | **Amount** |
| --- | --- |
| Click here to enter text. | Click here to enter text. |

Justification (Explain use in programming):

* Click here to enter text.