



EXHIBIT E – REIMBURSEMENT REQUEST

| KETCHIKAN GATEWAY BOROUGH | | | | |
|--|-------------------------------|--------------------------------------|---|-------------------------------------|
| DIRECT BOROUGH GRANT REIMBURSEMENT REQUEST | | | | |
| Grantee: | | | GL Number: | |
| Project Name: | | | Report Period: | |
| Report #: | | Final - Yes / No | From: | To: |
| Borough Share Grant Funds | | | | |
| Cost Category | Authorized Budget | Expenditures this Report Period | Total Expenditures to Date | Balance of Grant Funds |
| Program Funds | \$ | | | \$ |
| Administration | \$ | | | \$ |
| Total this Report | \$ | | | \$ |
| Less/Advance/DVP | \$ | | | \$ |
| Net Reimbursement | \$ | | | \$ |
| Grantee Share Contribution | | | | |
| 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 | \$ | | | \$ |
| Total Local Share Expenditures | \$ | | | \$ |
| Requirements: 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 | |
| Grantee Signature | | Date | Purchase Order No: | |
| | | | Payment Amount: | |
| | | | KGB Approval: | |
| Name and Title | | | Date: | |

