Attachment F

Superintendent's Memo #094-22

May 6, 2022

Virginia Department of Education

Office of School Nutrition Programs

Fiscal Year 2021 Equipment Grant Request for Reimbursement

**Grant Award Information**: 202121N810341

**CFDA #**: 10.579

**Project Code**: DOE86804

**Object Code**: 8000

**Award Year**: June 2021–June 2023

***All invoices, purchase orders, receipts, and proof of payment must be submitted to the VDOE.***

| **Encumbrance Date** | **Payment Date** | **Description of Expenditure** | **Grant Award Amount** | **Invoice Amount** | **Reimbursement Amount Requested** |
| --- | --- | --- | --- | --- | --- |
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**Total Amount of Reimbursement**:

This is a request for reimbursement of disbursements made under the provisions of the FY 21 Equipment Grant. By signing this form, I certify that the expenditures listed in this reimbursement form were paid in accordance with the federal/state policies and regulations outlined in the award notification documentation. In addition, documentation will be retained and available to support the information on this request for reimbursement for any audits by state or federal officials. The school division complied with all provisions and procedures for accepting federal funds and all applicable statues, regulations, and policies associated with the FY 21 Equipment Grant.

Superintendent Name

Superintendent Signature

Date

**Due Date:** July 31, 2023

**Send to:** [SNPpolicy@doe.virginia.gov](mailto:SNPpolicy@doe.virginia.gov)