Reimbursement Request for *Public Charter School Program Funds* to
UTAH STATE OFFICE OF EDUCATION

1. Complete the following items using your Awarded Funds Approval document:
   - School Name
   - School #
   - Awarded Fund #

2. Make certain the funding source is 'LLES: Charter Schools.' NOTE: If you don't ensure that the funding source is correct, then the rest of the return form information will also be incorrect.

3. Complete the "BUDGET APPROVED BY USOE" column using your approved budget document.

4. Complete the "EXPENSE 1st Period July - June" column

   - Fill in FY

   - Put in rounded whole dollar amounts you are claiming in the "EXPENSE 1st Period July - June" column. NOTE: This worksheet contains formulas to calculate the TOTAL EXPENSE TO DATE column.

   - Make sure to "save as" including date of request in document name.

   Second (or subsequent) request

   - Open your previously saved reimbursement form. Again, "save as" with new date in document name.

   - On your new form, under ENTER DATE OF CURRENT REPORT PERIOD move the amount you had previously listed in line #4 (Total Expenditure To Date) to line #2 (Total Amount Previously Reported) and it will clear the value from line #3 (Expenditure Amount This Report Period Only).

   - Enter the new dollar amounts you are claiming in EXPENSE 1st Period July – June column using the formula (=old amount requested on first reimbursement request + new amount requested for this request). NOTE: The EXPENSE 1st Period July – June will always be the cumulative total requested for the entire grant period, not only the amount requested for this month.

   - Check that you have completed the form correctly: verify that new line #2 (Total Amount Previously Requested) matches your old line #4, that new line #4 now indicates the grand total you have expended to date, and that line #3 (Expenditure Amount This Report Period Only) matches the new amount you want to be reimbursed this month.

   NOTE: The supporting documentation must be completed and maintained at the school site for all items listed in the "EXPENSE 1st Period July - June" column. This documentation must be available for review upon request.

5. Enter the date of current report period: From _____ to _____

6. Must be signed and dated by:
   - Program Director
   - Accountant

7. Complete the name and telephone number of the grant contact person.

   NOTE: By signing, you certify that the program has been conducted in accordance with all specifications and in compliance with federal/state laws and regulations, and funds have been expended in amounts reported and original documents will be available for audit.

   All requests must be received by Jo Schmitt by the 25th of the month to be paid in the following month's allotment. Incomplete requests will be returned to the school for resubmission. FAX (801) 538-7750.