


## 2019 SMALL AND SIMPLE GRANT REIMBURSEMENT REQUEST

### **Instructions:**

1. Complete all non-shaded areas
2. RECEIPT FOR EXPENSE AND PROOF OF PAYMENT MUST BE ATTACHED (i.e., vendor invoice with ZERO balance, canceled check)  
NOTE: Invoice/proof of payment must be consistent with expense described on reimbursement form and Small and Simple Grant Letter of Agreement
3. Reimbursement requests must be signed; only authorized signatures will be accepted, in accordance with signatures on file.
4. Reimbursement requests must be submitted to the Mayor's Office no later than Dec. 15, 2019

Organization		Project Contact		Submit reimbursement form and attachments to:		Funding Year	
				Vanessa Blackburn City of Bellingham Mayor's Office 210 Lottie St. Bellingham, WA 98225		<b>Small and Simple 2019</b>	
Mail Check to:							
Date	Vendor	Description	Job Cost Code	Amount			
<b>Total Reimbursement Request</b>							

**RESERVED FOR CITY OF BELLINGHAM ACCOUNTING USE**

I certify that the materials have been furnished, the services rendered, or the labor performed as described herein, and that this claim is a just due and unpaid obligation against the City of Bellingham and that I am authorized to authenticate and certify to said claim.

\_\_\_\_\_ Date \_\_\_\_\_  
Prepared By  
(Authorized Signature)

\_\_\_\_\_ Date \_\_\_\_\_  
Approved By  
(City of Bellingham Signature)