


2024 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. 31, 2024

Organization		Project Contact		Submit reimbursement form and attachments to: Janice Keller or Tracy Lewis City of Bellingham		Funding Year Small and Simple 2024	
Mail Check to:				210 Lottie Street, Bellingham WA 98225 jkeller@cob.org or tlewis@cob.org *Reimbursements are accepted via email in pdf format			
Date	Vendor	Description	Job Cost Code	Amount			
Total Reimbursement Request							

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.

 Prepared By
 (Neighborhood Association Signature)

 Date