# National School Lunch Program

# Breakfast After the Bell Equipment Assistance Grant Reimbursement Form

*The Breakfast After the Bell (BAtB) Equipment grant is used for new equipment purchases, repair, or upgrades to implement Breakfast After the Bell. Reimbursement can only requested after the equipment has been received.*

BAtB Equipment Grant recipients must:

* Complete this reimbursement form and submit a copy of the original invoice from the vendors or contractors for each site.
	+ The invoices and receipts must have a breakdown of services or equipment received. It is not necessary to wait to submit the reimbursement form and invoice when the project is complete.
* Email the completed BAtB Equipment Assistance Grant Reimbursement form and invoice for each site to ode.schoolnutrition@ode.oregon.gov. Include in the subject line of the email “BAtB Equipment Grant Reimbursement – (School Name)”
* After approval of your reimbursement form, please submit your claim through the [Electronic Grants Management System (EGMS).](https://odedistrict.oregon.gov/applications/pages/egms.aspx)

School District:       School/Site Name:

Equipment Purchased or Services Provided:

Justification of How the Equipment will be Used for Breakfast After the Bell:

Amount of the Award:       Reimbursement Requested:

Contact Person:

Phone Number:       Email:

Signature: \_     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

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| Grant recipients must complete their procurement and expenditure activities no later than June 30, 2024. Funds will be return to ODE if Grant Recipients are unable to expend their entire grant funds. Invoices, reimbursement forms and submission of claims must be completed no later than August 14, 2024.  |