# National School Lunch Program

# Equipment Assistance Grant Reimbursement Form

*Reimbursement can only requested when equipment has been received*

Complete this reimbursement form and submit a copy of the original invoice from the vendors or contractors. The invoices and receipts must have a breakdown of services or equipment received. Please return:

1. This completed reimbursement form and a copy of the original invoices and receipts to [ode.schoolnutrition@ode.oregon.gov](mailto:ode.schoolnutrition@ode.oregon.gov).
2. Please submit your claim through the [Electronic Grants Management System (EGMS).](https://district.ode.state.or.us/search/results/?id=462)

You don’t have to wait until the project is complete to submit the reimbursement form and invoice.

Fiscal Year of the Equipment Grant Awarded:  2023-2025

School District:       School’s/Site Name:

Equipment Purchased or Ancillary Services Provided:

Amount of the Award:       Reimbursement Requested:

Contact Person:

Phone Number:       Email:

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

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| All funds are to be obligated by the due date in the current RFA. Grant Recipients who are unable to fully expend their grant funds will return unliquidated funds to ODE. Unliquidated grant funds returned may be reallocated to other eligible sponsors. If funds are not obligated by due date in the current RFA, please send an explanation and expected completion date to [ode.schoolnutrition@ode.oregon.gov](mailto:ode.schoolnutrition@ode.oregon.gov). If the equipment grant funds cannot be spent on the designated equipment, please email [ode.schoonutrition@ode.oregon.gov](mailto:ode.schoonutrition@ode.oregon.gov) immediately. Grant recipients must complete their procurement and expenditure activities no later than the deadline date in the current RFA.  If you have questions, contact Jennifer Parenteau, NSLP Equipment Assistance Grant Manager, [jennifer.parenteau@ode.oregon.gov](mailto:jennifer.parenteau@ode.oregon.gov) or 971-209-8510. |
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