



### Mini-Grant Reimbursement Request Form

Please fill out the following form: Reference the name of the approved grant in the Project Name. Please attach copies of receipts (photos of receipts accepted). Please keep a copy of your receipts for your own files. Submit this reimbursement request form electronically to Foundation Treasurer, Chris Bourassa - [cbourassa@valleyeef.org](mailto:cbourassa@valleyeef.org) or place hard copy in Foundation workroom box. Typed or handwritten forms accepted.

Your Name: \_\_\_\_\_

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

Project Name: \_\_\_\_\_

Project ID: \_\_\_\_\_

Date	Item	Total
TOTAL		

Submitter (your)  
signature/date: \_\_\_\_\_

Return check to: \_\_\_\_\_

Make the check  
payable to: \_\_\_\_\_

VEEF Approval:	
Date Paid, Check #	