N.C. Forest Service Urban and Community Forestry Financial Assistance Program REQUEST FOR REIMBURSEMENT

Contract #	Check Applicable:	Cost Share Match Sha	are No Match_
Grantee Name:			
PART I		PART II Final Paimburgament Data Project Completed	
Request #:	Final Request?	Final Reimbursement Date Project Completed Total Project Cost (current and previous reimbursements)	
Reimbursement Period:		A. Total Reimbursements	\$
From:To:		B. Total Cash Match	\$
		C. Total In-Kind Match	\$
Federal Tax ID Number		D. Total Match (B+C) (must equal or exceed Total Payments)	\$
Unique Entity ID		E. Total Project Cost (A+D)	\$
A. Funds Requested for		For NCFS Official Use Only	
Reimbursement (This Period)	\$	Amount:	\$
B. Cash Match this Period	\$		
C. In-Kind Match this Period	\$	Payment Approved by:	
Total Match this Period (B+C)	\$	Date:	

Grantee Certification: I certify that this request for payment is in accordance with the terms and conditions of the North Carolina Urban and Community Forestry Financial Assistance Program and the rules and regulations set forth by the USDA Forest Service and the United States Office of Management and Budget. I also certify that applicable matching requirements have been met and sufficient documentation exists in our files, all data and accomplishments reported are correct and are available upon request or in the event of an audit.

Print Name of Authorized Representative

Title of Authorized Representative

Signature of Authorized Representative

- 1. Collect documentation for expenses and for match items: receipts, paid invoices, payroll records, etc. Number each document with an item # and note in the Doc Item # on the respective itemized on the Expense Form.
- 2. Complete the respective NCFS U&CF RFR Cost Share or Match Share Expense Report Form.
- 3. Complete Part I of this form, Parts II if this is the Final Reimbursement Request and the Grantee Certification saving file named with Contract#, Request# and date after completing your digital signiture.
- 4. If requesting final reimbursement, complete the Final Report.
- 5. Email all documents to the NCFS Community Forestry Coordinator.
- 6. All project records, including financial records, must be maintained for 3 years beyond project completion.