

ZOAR LUTHERAN CHURCH

FOUNDATION GRANT TRACKING/REIMBURSEMENT REQUEST

Grant Requestor		Person to Reimburse	
Grant Number		Address if mailing out	

Please enter EACH RECEIPT below and submit all receipts with this form to the **Zoar Office**. You can submit multiple forms as needed. Grant recipients are responsible for expenses beyond the grant amount. A second grant may be submitted to try to cover overages.

DATE	DESCRIPTION	VENDOR	RECEIPT TOTAL
Signature of Grant Requestor:		TOTAL REIMBURSEMENT REQUESTED	

Office Signature	Fund #	Check No.	Date	Amount

All receipts are due within 30 days of the scheduled event, or within one year of grant approval for ongoing projects.