



2018/2019 REQUEST FOR DISBURSEMENT OF GRANT FUNDS

This form allows schools to request the disbursement of funds to pay expenses associated with an approved Lake Washington Schools Foundation (LWSF) grant. LWSF reserves the right to only disburse funds for those expenses originally included on the school's approved grant application budget. LWSF will reimburse schools for expenses incurred or may, by prior arrangement, pay vendors directly as appropriate. Please include all receipts, invoices, order forms, and/or other documentation as needed to verify these requests. Keep copies of all documentation for your records. Allow two weeks for processing and mailing of checks. Please mail completed form and all documentation to the attention of Katy Philips at the LWSF offices in the Resource Center, or email to rfs@lwsf.org.

All requests for disbursement of grant funds must be submitted to LWSF no later than MAY 1, 2019.

Date:	Grant Name:
School:	Grant Number:
School Office Manager:	Requestor Name:
School Address:	Requestor Phone:
School Phone:	Requestor Email:

VENDOR NAME	ITEM DESCRIPTION	ITEM COUNT	ITEM COST	TOTAL COST
GRAND TOTAL REQUESTED:				

REQUESTOR'S SIGNATURE: _____