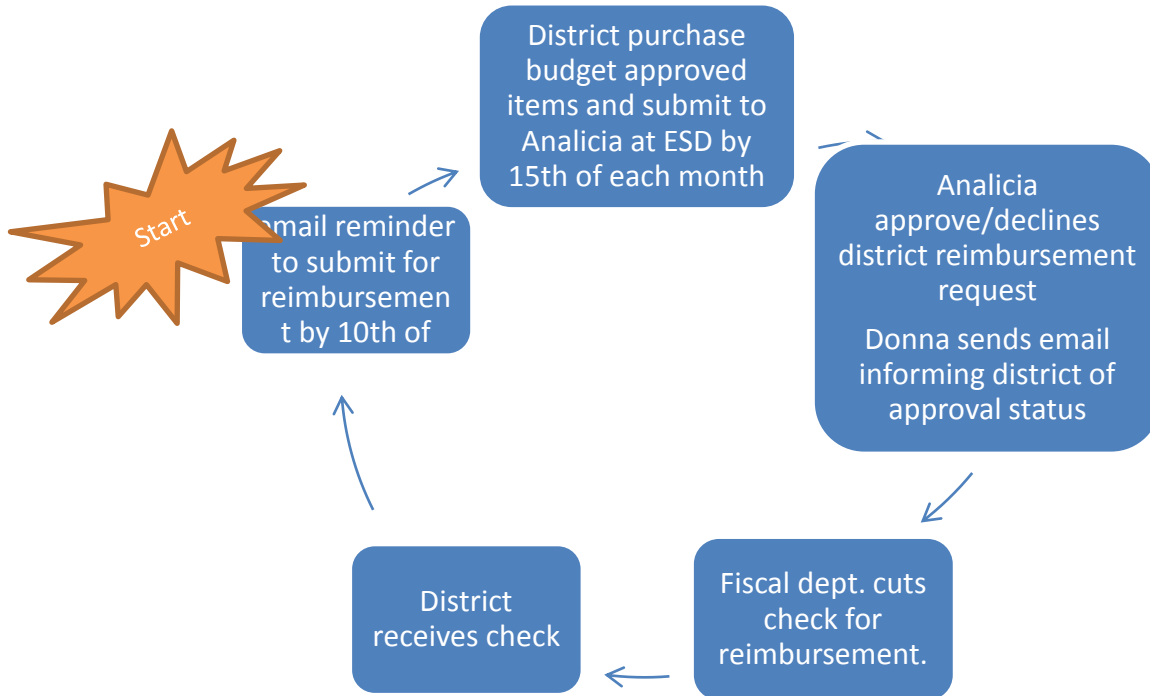


Perkins Reimbursement Process

District Reimbursement Process:



Documents to submit for reimbursement on 15th of each month (as needed):

1. Invoice on district letterhead requesting reimbursement.
 - a. Items & cost
 - b. Please note reserve or basic grant expenditure
2. Copy of original receipt.

Method of submitting documents:

Choose 1 option below

1. PDF documents and email to analicia.nicholson@douglasesd.k12.or.us with subject heading Perkins Funds Reimbursement for District name.
2. Courier to Analicia Nicholson at ESD Central Office
3. Mail to Analicia Nicholson, 1871 NE Stephens St., Roseburg, OR, 97471

Important Dates:

School districts receive budget approved items and cost in October 2014 from ESD.

Reimbursement available starting: October 1st

Submit for reimbursement by 15th of each month (as needed)

All reimbursement requests must be submitted by May 30th of each school year.

All purchases except professional development must be made by December 1st.