

NAFS Financial/Reimbursement/Financial Report Form Instructions

Grantee: Name of School District requesting reimbursement.

Grant Agreement Number: This is the Grant Number found on the first page of the Nutritional Alaskan Foods for Schools Grant Agreement.

Report Period: This lists the dates covered by the reimbursement request. The first Financial Report will have July 1, 2014 as the 'from' date. The 'to' date will be the last day of the month(s) you are requesting reimbursement for. Any subsequent requests will have the 'from' date be the day following the last 'to' date. Each school district will be reporting quarterly, unless otherwise determined. A report is required each reporting period regardless of whether any food items were purchased.

Report Number: This lists which report is being submitted.

Authorized Budget: This is the total grant amount awarded to the School District by the State to use toward purchase of Alaskan foods. This is the same amount this is specified in the Nutritional Alaskan Foods for Schools Grant Agreement.

Expenditures This Period: This is the amount of expenditures being requested for reimbursement. This amount should be the same as what is entered in the **Net Reimbursement to Grantee** box.

Total Expenditures to Date: This is where each report's expenditures get added together to show the total amount of funding spent on the grant so far.

Balance of Grant Funds: This amount is the **Authorized Budget** minus the **Total Expenditures to Date**.

Food items purchased:

Date: List the date of each applicable food purchase.

Purchased From: List the vendors from which you purchased the food. **If possible, list the actual food producers.** If food is purchased from a certified Alaska Grown producer, try to get their certification number and list it as well. **Copies of invoices and/or receipts AND proof of payment is necessary for reimbursement.** Please submit all documentation with the original Financial Reporting Form.

Quantity: List the amount/quantity of each item purchased. List the **total** weight of each item purchased. It isn't necessary to list the number of items, but do list the weight. **Don't list number of boxes or cases of items.** If the purchase is eggs --- list the number of dozen purchased.

Item Description: List the items you purchased. If multiple types of foods were purchased from the same vendor, please list them on separate lines. (See Category, listed below).

Category: Please list the correct category code for the food items purchased.

- SF: Seafood, including fish and other aquatic protein
- LS: Livestock, including meat, poultry and eggs
- FV: Fruits and vegetables grown in Alaska
- NB: Native produce and berries commercially harvested in Alaska
- OT: Other (honey, jam...etc.) identify item
- MK: Milk and milk products (cheese, yogurt)
- GR: Grains (barley is a good example)
- TR: Transportation costs to get the food to the school district

Progress Report: Please describe how the food was used, children's reaction to locally grown food, information provided to family and community about the NAFS program, etc. Photos of the food, local producers or handouts provided to others are welcome. **This is your opportunity to describe what type of impact this program is having on your school district.** It is also an opportunity to discuss any issues you may be having. This must be completed each reporting period.

Grantee Certification: The report must be certified by an Authorized Signer listed on the **current Signatory Authority Form** on file with the Department. Mail the original signed report, with copies of all invoices/receipts and proof of payment to:

Debi Kruse, Grants Administrator III
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