



Reimbursement Cover Form
TIER II - CULINARY BASICS TRAINING



Amount of Check Requested: \$ _____ Banner ID: _____

Name of person to be reimbursed: _____ Date _____

Mailing Address (to send reimbursement): _____

I certify the materials purchased were used specifically for the _____ County Food Sense Program and are allowable as described in the FNS Guidance. A copy of the original itemized receipt and documentation of program are attached.

Legible copy of the itemized receipt

Documentation of the expense: Attach recipe, attendance roll, lesson plan, etc.

Tax exempt

Yes

No: (I understand tax will not be reimbursed)

Meals and Entertainment form (required for all food purchases)

Invoice

Purpose of purchase (required):

Signatures:

Nutrition Education Assistant (if applicable)

Date

County Food Sense Supervisor

Instructions for filling out this form:

As required by Food and Nutrition Services, Utah Food Sense is required to insure proper documentation of every expense. For each expense item it is necessary to attach the 3 items above in the checkboxes. You may need the 2 additional items depending on the purchase.

- 1. Must have a copy of a legible itemized receipt. Please attach to form.***
- 2. Attach as much documentation as you have. Attach your recipe, roll, flier, lesson plan or whatever is available and appropriate for the purchase.***
- 3. USU is not allowed to reimburse tax. Please use the tax exempt form, so that you will not be charged tax.***
- 4. Purpose: write a brief statement to prove: allowable, reasonable, and necessary.***
- May need:***
- 5. Invoice: required for all reimbursements to counties. Food or copies.***
- 6. Meals and Entertainment form: required for all food purchases.***

Have the NEA and Supervisor sign and date.

***Send to: Utah State University
8749 Old Main Hill
Logan, UT 84322-8749***

Date Entered _____

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