

example only

Financial Report for NEKLS School Library Covid Relief Grant

Due once all of your grant funds have been spent, or no later than Tuesday, 12/29/2020.

Attach supporting documentation (receipts) for all expenditures.

Email this report and documentation to afoote@nekls.org.

your name:	Anna Foote
email address:	afoote@nekls.org
school:	Sample
district name & number:	NEKLS USD123

grant amount:	1,000.00
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Expenditure list: Complete one line per receipt.

vendor:	description:	date on receipt:	amount:
Follett	ebooks	9/3/20	500.19
Demco	book cart	9/10/20	429.90
Follett	ebooks	9/19/20	75.48
*total:			1,005.57

* This amount should be equal to or slightly more than your grant amount.

By signing or typing my name below, I attest that this report is complete and accurate, to the best of my knowledge.

date	signature
9/20/20	Anna Foote