MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
EXTENDED LEARNING/AFTERSCHOOL PROGRAMS
Missouri Afterschool Retreat Reading and Assessment Grant Program

**READING GRANT REQUEST FOR REIMBURSEMENT (RFR)**

| District Name | Grant Year |
|---|---|
| | |

| County/District Code Number | Phone Number | Fax Number |
|---|---|---|
| | | |

| Contact Person Name | Email |
|---|---|
| | |

**Instructions**

1. All figures must be rounded to the nearest dollar. Make certain all figures and calculations are correct.
2. List total Afterschool Retreat Reading and Assessment Grant amount of verifiable expenditures you are requesting for reimbursement. The state of Missouri does not make advanced payments for any services performed or goods purchased.
3. Forms not completed in their entirety or according to directions will be returned for revision and could result in delay of reimbursement.
4. RFR may be submitted by the 15th of any month.
5. May 15th, is the last possible date to submit an RFR for the current state fiscal year.
6. Reimbursements will be issued the month following RFR submission and approval.
7. Attach additional page if more space is needed.

| **List all Items Purchased:** | **Amount of Verifiable Expenditures:** |
|---|---|
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| | |
| **Total Amount of Reimbursement Requested:** | |

| **Match (required 15% of grant budget): List all Items** | **Amount of Verifiable Match:** |
|---|---|
| | |
| | |
| | |
| **Total Amount of Match** (not reimbursed by the DESE): | |
| **Signature of Superintendent (or authorized representative)** | **Date** |

**FOR OFFICE USE ONLY**

| **Approved By** | **Date** | **Payment Month/Year** |
|---|---|---|
| | | |

| | |
|---|---|
| **Total Amount Awarded** | |
| **Previous Amount(s) Reimbursed** | |
| **Amount Reimbursed with this RFR** | |
| **Amount Remaining** | |

**PLEASE COMPLETE AND RETURN TO:**
**Afterschool Programs/EXTENDED LEARNING**
**Department of Elementary and Secondary Education**
**P.O. Box 480**
**Jefferson City, MO 65102-0480**
**Phone: (573) 522-2627 Fax: (573) 522-3726**

Reset Form