

Interlibrary Cooperation Grant Finance Worksheet

Fiscal Year and Project Name: _____

Library: _____

Contact Name: _____

Contact's Phone: _____

Contact's E-Mail: _____

Type of Payment (Choose ONE form of payment):

Advance The State Library will deposit in your account a portion of the grant on a monthly schedule *just before* you need to spend those funds. You are obligated to spend those funds within 30 days of deposit. Use the bottom portion of this form to tell us how much money we should send you each month. If you choose advances, you will need to submit receipts or records for everything you spent with the final grant report by September 1, 2016.

Reimbursement You submit receipts to the State Library for reimbursement *after you have spent money* for the grant-funded staff, activities, or supplies. To claim reimbursements, you will need to submit receipts or financial records as the grant activities occur and are paid. Use the bottom portion of this form to indicate the month in which the charges occurred and how much money you are claiming for reimbursement. Make copies of this blank form for your periodic claims. Be sure to attach receipts or records to this form. Make copies of each reimbursement packet you send the State Library. Funds will be deposited directly into your account. You will have just 30 days until July 31, 2019 to submit all final year-end claims for reimbursement on this FY2019 grant project.

Reimbursable Service Agreement for Grants – Limited to the University of Alaska

ADVANCE AND REIMBURSEMENT PAYMENTS

| | Salaries, Wages, Benefits | Library Collection Materials | Other Grant Expenditures | Total Amount |
|----------------|------------------------------|---------------------------------|-----------------------------|--------------|
| July 2018 | | | | |
| August 2018 | | | | |
| September 2018 | | | | |
| October 2018 | | | | |
| November 2018 | | | | |
| December 2018 | | | | |
| January 2019 | | | | |
| February 2019 | | | | |
| March 2019 | | | | |
| April 2019 | | | | |
| May 2019 | | | | |
| June 2019 | | | | |

Send this form and pertinent receipts or financial records to:
Library Grants Administrator
 Alaska State Library, PO Box 110571 Juneau, AK 99811-0571