



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
 DIVISION OF FINANCIAL AND ADMINISTRATIVE SERVICES-FOOD AND NUTRITION SERVICES

**2015 NATIONAL SCHOOL LUNCH PROGRAM EQUIPMENT ASSISTANCE GRANT CLAIM FOR REIMBURSEMENT**

LOCAL EDUCATION AGENCY (LEA) NAME:		LEA AGREEMENT NUMBER:
LEA AUTHORIZED REPRESENTATIVE (PRINT):	LEA AUTHORIZED REPRESENTATIVE EMAIL:	LEA CONTACT PHONE NUMBER:
LEA AUTHORIZED REPRESENTATIVE SIGNATURE:		DATE:

**INSTRUCTIONS**

Complete the fields below and submit a copy of invoices and procurement documents detailing the expense.

Mail/Fax/Email the completed form to: Food and Nutrition Services, Missouri Department of Elementary and Secondary Education, PO Box 480, Jefferson City, MO 65102-0480; 573-526-3897; [foodandnutritionservices@dese.mo.gov](mailto:foodandnutritionservices@dese.mo.gov)  
 QUESTIONS: Contact Food and Nutrition Services, 573-751-3526, [foodandnutritionservices@dese.mo.gov](mailto:foodandnutritionservices@dese.mo.gov)

BUILDING NUMBER	BUILDING NAME	NAME OF EQUIPMENT	INVOICE AMOUNT
<b>TOTAL FUNDS REQUESTED</b>			

**LIST ACCOMPLISHMENTS IN EXPENDITURE ACTIVITIES**

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**LIST CHALLENGES IN EXPENDITURE ACTIVITIES**

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**PROVIDE IMPACT ON YOUR SCHOOL FOOD SERVICE OPERATIONS DUE TO THE PURCHASED EQUIPMENT**

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**IF APPLICABLE, LIST REASON(S) FOR ANY UNLIQUIDATED FUNDS**

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