



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

2016 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(s).

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
 QUESTIONS: Contact Food and Nutrition Services, 573-751-3526, foodandnutritionservices@dese.mo.gov

BUILDING NUMBER	BUILDING NAME	NAME OF EQUIPMENT	INVOICE AMOUNT
		TOTAL FUNDS REQUESTED	

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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The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs and activities. Inquiries related to Department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Office of the General Counsel, Coordinator – Civil Rights Compliance (Title VI/Title IX/504/ADA/Age Act), 6th Floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, MO 65102-0480; telephone number 573-526-4757 or TTY 800-735-2966; email civilrights@dese.mo.gov.