



Reimbursement Request for Approved Career Education Expenditures-Federal Grant

INSTRUCTIONS

Submit **One** original copy of the *FV-2FG* form to the Director, Career Education Finance, Division of Financial and Administrative Services, P.O. Box 480, Jefferson City, Missouri 65102-0480. The Certification Section at the bottom of this page should be completed prior to sending it to the state office for approval. A separate *FV-2FG* form must be submitted for each program or service area and each type of program. Only those items having prior approval on the FV-4 application may be claimed for reimbursement.

Vendor Code: Enter the county-district code used by the Office of College and Career Readiness for payment purposes.

Local Education Agency (LEA): Report the official name of the school district, the mailing address, city, and zip code.

Description of Program: A separate *FV-2FG* must be submitted for each program or service area and each type of program. Select the program and type from the options.

Column (1) -- **Date Purchased** -- This is the date of obligation by written purchase agreement (purchase order, letter, or contract). Expenditures for the acquisition of equipment, supplies, teaching aids, etc., will be considered as an expenditure in the fiscal year in which the funds were obligated by a purchase agreement or legal contract.

Column (2) -- **From Whom Purchased** -- This is the vendor or person with whom the agreement is made.

Column (3) -- **Description of Item** -- This should be a short identifying statement of the item, service, activity, etc. Detailed descriptions, serial numbers, and other information should be outlined on the invoices supporting the transaction.

Column (4) -- **State Use Only** -- Do not complete.

Column (5) -- **Expenditure** -- This is the amount paid for each item described. Show deductions on invoices for discounts, credits, and other memos. Freight costs are considered as part of the equipment expenditure. Only items approved on an FV-4 may be reimbursed. An **equipment** item is a unit of furniture, an instrument, a machine, an apparatus, or a set of articles which does not meet the criteria of being a supply. **Supplies** are those items which (1) are consumed in use; (2) lose their shape or identity with use; (3) are expendable, that is, it is more feasible to replace it than repair it; or (4) are inexpensive. **Other** expenditures are those which represent services such as utilities, communications, transportation, etc. Include an invoice for each equipment/supply purchased. Also include all serial numbers/model numbers that are on the equipment/supply.

Column (6) -- **Check No.** -- This is the number of the check which represents payment for each item described.

Total Expenditure -- This is the sum of all Column (5) Expenditure entries.

