The Lawrence Arts Center's Grant-related Fiscal Sponsorship Reimbursement Form

Instructions: To receive reimbursement, email a completed form to **sarah@lawrenceartscenter.org** along with scanned receipts for each line item and any outstanding progress reports. Please include a brief description of the line item, the purpose of the item in your grant project, the date it was purchased, and the full cost, as indicated below. A receipt must be provided for all items listed in order to receive reimbursement. A completed reimbursement form must be received at the Lawrence Arts Center by the 20th of the month to receive payment by the end of the month. Checks will be mailed to the address on this form.

Name: _____ **Phone:** _____

Address: _____ **Email:** _____

_____ **Funder:** _____

_____

Line Item Description:	Purpose:	Date Purchased:	Cost:
		Total:	0