

C-GEO INCENTIVE GRANT GUIDELINES

NOTE: *If you are applying for this grant to print copies of the Student Atlas of Oregon, the limited for each grant is \$500. This is to ensure we can reach as many teachers as possible wanting to obtain classroom sets, etc.*

This grant is made on a reimbursement basis. The reimbursement policy is as follows:

This grant is to you, not to your school, and the materials you purchase with it belong to you alone. We cannot reimburse multiple parties. If you plan to use your school's procurement card to make the purchases, it must be used for all purchases, and the entire reimbursement will be to the school. If this is what you elect to do, please note all of the following requirements are still mandatory, and you remain the owner of any materials purchased with grant funds. Your school should agree to this before you proceed. Remember that the total reimbursement will not exceed the amount of the grant.

Your reimbursement request must be received no later than 30 days after the date of your final purchase.

C-GEO is required to comply with PSU policy and state guidelines in all its financial transactions. **If the policies and procedures outlined below are not followed, you will not be reimbursed.**

To request a reimbursement submit the following:

- 1) An invoice to C-GEO that includes your name, address, where you wish to receive your reimbursement, and language that states: "Reimbursement request for purchase of materials for (insert name of your project)."
- 2) A summary page that includes your name, a list of your receipts, and the total amount of each receipt in order by date. Include a brief description for each receipt. Clarify any information that may not be clear on the receipt.
- 3) Original receipts: For online purchases a PDF of your receipt is fine. For cash register receipts and in person purchases, original receipts are required. Each must have the date, name of vendor, amount, what was purchased, and

indicate PAID. If what was purchased is not identified on the receipt, write it on the receipt. **Note:** an order confirmation cannot substitute for a receipt unless it shows paid and includes all information outlined above.

- Organize all receipts in chronological order according to date of purchase.
- If your receipt(s) are smaller than an 8.5 x 11 page, tape on blank 8.5 by 11 sheets of paper; several receipts may fit on one sheet of paper. Make sure you label each page or receipt with your name.

Mail all of the above to C-GEO in ONE batch (see address below). We will reimburse only once, so if you send more than one batch of receipts you will be reimbursed for only the first batch we receive.

Grant Report

You must submit a report within 90 days of your award date. Please complete and submit the report template at the following URL: <https://www.surveymonkey.com/r/65L8ZG7>. If possible, please include one or two photos. Including photos gives us permission to use them for C-GEO's promotion and related purposes.

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