CLIENT SERVICES & COST REIMBURSEMENT REQUEST

|  |  |
| --- | --- |
| **Recipient Name:** |  |
| **Address:** |  |
|  |  |
| **Contact Person:** |  |
| **Phone Number:** |  |
| **E-mail Address:** |  |
| **FAX Number:** |  |

**CLIENT SERVICES SECTION**

|  |  |  |  |
| --- | --- | --- | --- |
| **1. MOA #****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **2. MOA Amount****$ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **3. MOA Term Dates:****From:** **Thru:**  | **5. Subcategory Codes Number,****Actual Number of Clients Served,****Actual Number of Client Contacts** |
| **4. IDENTIFIED NEED/PROBLEM, PLANNED GOAL****AND SUBCATEGORY SERVICES** | **a** | **b** | **c** |
| **Subcategory****Code****Number** | **Actual #****Clients** **Served** | **Actual #****Of Client Contacts** |
| **TRIBAL SERVICES**: *(Provide a Brief Description of Project Activities)* | (NCIDC USE ONLY) |  |  |
| **6.A** Planned Number of Volunteers(Enter “0” if none.) | 2.3.A | # of Volunteers |  |
| **6.B** Planned Number of Volunteer Hours(Enter “0” if none.) | 2.3.B | # of Volunteer Hours: |  |

#### COST REIMBURSEMENT SECTION

##### The following expenses/costs have been incurred and are supported by attached documentation:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **1. MOA EZ****Authorized****Budget** | **2. Prior****Reimbursement****(if any)** | **3. Current****Reimbursement****Request** | **4. TOTAL** | **5. MOA EZ****Budget****Remaining** |
| TOTAL |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Authorized Signature |  | ***Date*** |
|  |  |  |
| Printed Name & Title of Person Signing |  |  |

**FOR NCIDC USE ONLY:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Approved | Authorized by: |   | Amount Paid: |   |
|  | Denied | Date: |   | Date: |   |