



Association for Women Geoscientists Foundation

Reimbursement Instructions

Receipts for Items That You Purchase for the Project

Please retain all receipts used to pay for your project. The U.S. Internal Revenue Service (IRS) prefers that we receive original receipts. However, a copy of the receipt will suffice. Itemized receipts should include what was purchased, where it was purchased, and date of purchase. If the receipt does not provide this detail, please write it on the receipt along with the project number.

Checks You Write for Scholarships or Items Purchased

Write on the check what it was written for and project number on the "For" line. Send a copy to the AWGF Treasurer for reimbursement.

Send the AWGF Reimbursement Form, with tallied expenses, and receipts to the AWGF Treasurer (address below).

Scholarship Payments Directly from AWGF:

A month prior to your event and/or rewarding of the scholarship, notify the AWGF Treasurer with the following information:

- Amount needed
- Name(s) & address(es) of the rewardee(s)
- Project number*
- Title of the scholarship
- Where the check(s) should be sent

Funding for all projects will be closed out at the end of the fiscal year (September 30) unless carry-over funds are specifically requested.

*The **project number** should have been sent to you when you received notification that your project was funded. The AWGF Secretary or Treasurer will be happy to supply you with the project number if needed.

AWGF Treasurer
Linda L. Davis
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Be sure to keep a copy of all receipts for your records.