

AWGF Reimbursement Procedures

Receipts for Items That You Purchase for the Project:

Please retain all of your receipts used to pay for your project. The U.S. Internal Revenue Service (IRS) prefers that we receive original receipts. However, a photocopy of the receipt will suffice. Be sure to keep your own photocopy of all receipts in case yours are lost in the mail.

Receipts should be as detailed as possible (i.e., itemized: what was purchased, where it was purchased, date of purchase). If the receipt does not provide this detail, please write it on the receipt before you photocopy it.

Please write the project number* on the receipt.

Please tally your expenses using the table in "AWGF Reimbursement Form.doc".

Send the AWGF Reimbursement Form that tallies the receipts, receipts to date, and photocopies to the AWGF Treasurer (address below). You do not need to have all of the receipts to receive partial reimbursement.

Checks You Write for Scholarships or Items Purchased:

Please write on the check what it was written for on the "For" line. Please use your project number*.

Photocopy the check before you give it away and send the photocopy to the AWGF Treasurer for reimbursement. You may want to keep a photocopy for yourself.

Please tally all of your expenses using the table on the following page.

Scholarship Payments Directly from AWGF:

At least two weeks (and if possible, a month) prior to your event and/or rewarding of the scholarship, notify the AWGF Treasurer of the amount needed and the name of the rewardee. Please provide the project number* and title of the scholarship. She will cut a check for you. Keep a photocopy of the check for your own records.

AWGF Treasurer
Lorraine Manz
P.O. Box 7364
Bismarck, ND 58507-7364

Tel: (701) 328 8000
Fax: (701) 328 8010
E-mail: treasurer@awgf.org

*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 you need it.

Project Report:

Please don't forget to submit a Project Report (see form on the AWGF website, www.awg.org/foundation.htm). These are due to the AWGF Secretary the first September 30 after your project.