

Parents Fund Reimbursement Report

**Report must be submitted no more than six weeks after total amount of funds requested are spent*

Title of Request:	
Requestor Name:	Email: Phone:
Amount Allocated:	Amount Spent: Copies of invoices/proof of purchase must accompany this report when submitted. A printout from Banner showing that funds were spent from your account must also be submitted.
Organization # (for transfer of funds): Account #	
Number of Students Impacted:	
Please describe how your request increased student success through the provision of direct student support services.	
How did you measure your outcomes for the request? Briefly describe findings from your data and state how the findings support or do not support your intended outcomes. Please provide copy of data collected that support the measurement of your outcomes.	
Please state how you acknowledged receipt of the Parents Fund grant (i.e. on promotional materials such as flyers, website, giveaways, program materials, etc.).	

Please submit this completed report along with copies of invoices/proof of purchase and Banner printout to Kaitlin Cicchetti via email at koyler@gmu.edu or via campus mail to MS 5G2. Transfer of funds will be completed within four weeks of receiving the completed reimbursement paperwork.