



Supporting  
Sudbury Public Schools  
LSRHS

# Sudbury Education Resource Fund, Inc

SERF – PO Box 891, Sudbury, MA 01776

## REQUEST FOR PAYMENT FORM

**SERF use only**

Date rec'd \_\_\_\_\_

Grant ID# \_\_\_\_\_

THIS FORM MUST ACCOMPANY ANY REQUEST FOR PAYMENTS.  
Use separate form for each check requested. Make copies of this form as needed.

Today's Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Grant Title: \_\_\_\_\_

Grant ID: \_\_\_\_\_

Amount requested: \_\_\_\_\_

Make check payable to: \_\_\_\_\_

Mail to (if different from above): \_\_\_\_\_

### Requesting payment for (check one):

\_\_\_\_\_ Teacher time (\$25/hour) – Provide social security number: \_\_\_\_\_  
(SERF will file IRS Form 1099 and send copy to recipients awarded more than \$600 per year.)

\_\_\_\_\_ Materials or equipment \_\_\_\_\_

\_\_\_\_\_ Conference fees \_\_\_\_\_

\_\_\_\_\_ Consultants fees \_\_\_\_\_

\_\_\_\_\_ Other – Describe: \_\_\_\_\_

Attach receipts, purchase orders, and/or invoices when applicable.

- K-8 applicants return form to Maria Silva, 40 Fairbank Rd., Sudbury, MA 01776.
- LSRHS applicants return to SERF, Grant Administrator, PO Box 891, Sudbury, MA 01776.
- Allow 2 to 4 weeks for payment.

### Grant Obligations Status – Please complete before reimbursement request are approved

\_\_\_\_\_ Testimonial or description of response by students and staff to the grant product has been sent to grant administrator at Sudbury Education Resource Fund.

\_\_\_\_\_ Information about the grant received has been sent to class families through class communication channels, newsletters etc. Copies of information announcing the grant project that was sent to families has been sent to SERF Grant Administrator.

\_\_\_\_\_ Items purchased with the grant from Sudbury Education Resource Fund have been labeled or tagged with SERF label.

\_\_\_\_\_ This grant is **now** complete. I will not be submitting additional check requests.

\_\_\_\_\_ This grant is **not** complete. I will be submitting additional check requests.

**NOTE: Grant funds are reserved for one year from date of grant award unless written request for an extension is submitted to grant administrator 30 days prior to expiration date.**