

FINANCIAL DISBURSEMENT REPORT 2015

Volunteer Fire Assistance (VFA)

(Name of Department)

(Address, City and Zip Code)

(Telephone Number)

This report must be completed in detail and submitted to the Office of Forestry for review and approval before any VFA grant payment funds will be issued as reimbursement for authorized expenditures. Reimbursement will be made only for previously approved projects and purchases, as specified on your application, on the basis of up to but not more than 50% of the actual net cost of the items or services purchased. Reimbursement will in no case exceed the amount authorized and awarded in your 2015 grant.

No purchase(s) made prior to **2015 V.F.A. grant award letter notification** will be accepted for reimbursement during this program year.

The Finance Disbursement Report **MUST** arrive to the LDAF, Baton Rouge office, by **4:30 PM, March 1, 2016.** Departments failing to report by this deadline will lose their grant eligibility.

In the event that equipment or services purchased can not be received until after the due date for filing this report, then a receipt for prepayment or deposit on such items may be submitted as proof of intent to purchase, subject to approval by this office, and reimbursement may then still be authorized and payment made. Please identify any such items on your report and give a footnote explanation of each item so identified.

Itemize each purchase and attach invoices and/or receipts, or **legible copies** thereof in the order listed. Should any problem or question arise in completing this report, please feel free to request assistance by contacting:

Bret Lane – Program Manager
Work # (225) 925-4500.
bret_l@ldaf.state.la.us

DEPT. NAME: _____

GRANT \$ _____

EXPENDITURES FOR
Equipment – Apparatus – Parts – Supplies

List and give complete description of each item and quantity of each. Include here all major and minor equipment purchases, replacement parts, personal protective and safety gear, and communications equipment.

Date of Purchase	Name of Item and Quantity Purchased	Supplier	Total Cost	Local Share	Federal Share
*****	*****	TOTALS	\$	\$	\$

REMARKS:

Local Share Total **MUST BE 50%** or more of TOTAL COST.
Add additional pages if needed.

This financial disbursement report constitutes a formal request for reimbursement of department/community funds expended for acquisition of previously authorized equipment, materials, and services under the Volunteer Fire Assistance Program.

The grantee department/community, through its designated representative, certifies that, to the best of their knowledge, all claims for reimbursement listed on this report are true and correct and that they will comply with all previously agreed to assurances and requirements related to the V.F.A. grant.

Name of Fire Department/Fire District

Representative's Name & Title
(please print)

Representative's Signature

Department's Federal I. D. Number

Date