(Doc. 2)

GEAR UP Southern West Virginia 2022-2023

Matching Documentation/Reimbursement Request

To document a matching activity or to request reimbursement, complete and print the following and submit ***with appropriate documentation*** in your monthly submission.

I. Name of Event/Activity/Material: _____

_____

II. Choose type of documentation.

___ Matching

1. What is the matching value that will be contributed as a result of this activity?
2. How will the matching value be calculated and documented?

___ Reimbursement: Date entered in database: _____ Amount requested _____

III. Date(s) of Event/Purchase:

IV. School served: _____

Grades served: _____

V. Relation to the GEAR UP SWV goals. Check all that apply:

____ 1. Increase the academic performance and preparation for postsecondary education of GEAR UP students.

____ 2. Increase the rate of high school graduation and enrollment in postsecondary education of GEAR UP students.

____ 3. Increase GEAR UP SWV students' and their families' knowledge of postsecondary education options, preparation, and financing.

____ 4. Increase the number of students who build and exhibit social, emotional, and academic resilience.

VI. If this is a Match submission, how does this event/activity/material

- Relate to GEAR UP SWV objectives?
- Expand current efforts and provide services and activities that would not have otherwise been provided without the new federal GEAR UP SWV funding?

VII. Indicate and attach necessary documents to validate this event/activity/material:

	Attached	Not required
Agenda/Schedule		
Rosters/Sign-In Sheets		
Names of staff participating		
List of materials with costs		
Registration materials/cost		
Purchase Order		
Invoice*		
Copy of check/payment voucher*		

***Invoice and copy of check or payment voucher/receipt must accompany matching documentation and reimbursement requests. Please scan necessary documentation and upload to the PI database. Electronic signatures are acceptable.**

Line items reimbursed through other federal funds or through GEAR UP federal funds cannot be counted as Match.

_____ _____

Signature of GEAR UP SWV Local Coordinator OR Signature of Chief Financial Officer

_____ _____

Date Date