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: ___ 6th ___ 7th

V.   **Relation to the GEAR UP 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 students' and their families' knowledge of postsecondary education options, preparation, and financing.

VI.   **If this is a Match submission, how does this event/activity/material**
  - Relate to GEAR UP objectives?

  - Expand current efforts and provide services and activities that would not have otherwise been provided without the new federal GEAR UP 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 email to gearup@concord.edu.   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 Coordinator   **OR**   Signature of Chief Financial Officer

_____   _____
Date   Date