**Water Sustainability Fund**

**Reimbursement Request**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Date: |  | Application # |  | Claim # |  | Total $ Amount Requested: |  |
| Project Name |  |
| Sponsor Name: |  |
| Sponsor Address: |  |
| City: |  | State: |  | Zip |  |

Please complete the itemized list on the following page. Scan and attach the following documents with personally identifiable information (PII) redacted:

* Invoices/Supporting Documents
* Cancelled Checks (after routing through bank showing payment)

I certify that these expenses are direct project costs which were incurred and are necessary for completion of this project. No other sources of funding were or will be used to offset these expenses. All personally identifiable information (PII) has been redacted. Your printed name and date below when submitted from your email act as a signature.

Signature Date

**Example of Itemized Table**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Item No. | Invoice No. | Payee | Check No. | Total $ Amount | Paid by Other Sources $ | Sponsor Share $ 40% | WSF $ 60% |
| 1 | 121826 | Widget Co. | 808 | 100 | 50 | 20 | 30 |
| 2 | 4528 | Water Works | 14588 | 100 | 0 | 40 | 60 |

Email the completed reimbursement request and attachments to kent.zimmerman@nebraska.gov with the SUBJECT LINE “WSF (Application #) Reimbursement”

Maximum total file size per email is 100 MB or your systems’ maximum. To reduce file size, submit all files in a zip file or send documents in separate emails.

Questions? Call (402) 471-0575.

**Itemized Table**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date: |  | Application # |  | Claim # |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Item No. | Invoice No. | Payee | Check No. | Total $ Amount | Paid by Other Sources $ | Sponsor Share $ 40% | WSF $ 60% |
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