

**Member Library Equipment Reimbursement Form**  
 STLS 2021-2022 Appalachian Regional Commission Grant Project  
 Updating and Expanding Public Computing Equipment - Allegany County

Contact Information	Enter Contact Information in this Column
Library Name:	
Director Name:	
Director Email:	
Project Coordinator Name (If Not Director)	
Project Coordinator Email:	
Date of Form Submission	

Reimbursement Forms along with supporting receipts should be sent to STLS via Delivery (Attn: Brian Hildreth, executive director). Libraries should receive a reimbursement check within 6-8 weeks of form submission.

Total receipts must equal **Total Equipment Purchased by Member Library**. Questions regarding purchases or how to receive reimbursement should be emailed to Brian Hildreth, executive director, [communitylibrarypartner@stls.org](mailto:communitylibrarypartner@stls.org)

Eligible Equipment Purchased by Member Library									
Eligible Equipment Purchased by Member Library	Enter all <b>Eligible Equipment</b> your library would like to purchase under this grant in this section. These are items you will purchase on your own through the grant. Do your very best to provide the requested information. Please contact Brian Hildreth, STLS executive director, regarding what constitutes an eligible purchase or all other purchasing questions that relate to equipment purchased by your library.								
	Vendor	Style	Equipment	Unit Cost	Warranty	License	Total Cost Per Device	Order Quantity	Total Cost
									\$ -
									\$ -
									\$ -
									\$ -
								<b>**Total Equipment Purchased by Member Library</b>	\$ -

**\*\*STLS will reimburse member libraries 70% of the Total Equipment Purchased by Member Library. Receipts from purchase must be submitted to STLS for reimbursement.**

STLS Voucher Information	
STLS Expense Code:	5490 - Appalachian Regional Commission 2022
Financial Clerk Approval:	_____
Internal Auditor Approval:	_____