



## **EVENT/ORGANIZER GUIDELINES FOR REIMBURSEMENT & HELPFUL HINTS**

A budget for the current calendar year, or current show, **MUST** be on file prior to any grant money being released.

A Reimbursement Request Form, along with appropriate original receipts and/or invoices, needs to be completed for each payment.

The Request Form and the accompanying receipts needs to be physically sent to SCES – we are required to keep the original paperwork on file. We cannot accept an electronic copy.

Always keep a copy of anything you send to us for your records! This is critical in case anything is lost in the mail, and very helpful for you to keep track of what has been submitted.

Capital expenditures are not eligible for reimbursement.

Most services, rentals, catering, judges fees, etc are allowed. As is prize money.

Donations and grants are processed every other week, typically on Monday. Keep that schedule in mind when sending in your requests.

Only requests already received in the office at the start of the business day can be processed that day. Again, please plan for this when mailing materials.