



## QVNA Community Grant Program - Expense Report

**Grant Recipient Organization:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Expenses can be hand delivered to QVNA at 417 South Street, 2<sup>nd</sup> Floor, or mailed to P.O. Box 63763, Philadelphia., PA 19147. Please keep a photocopy for your records.

Note: If QVNA is making partial or full payment for materials or services directly to a vendor or contractor, QVNA must have a copy of that company's IRS W-9 Form before payment is issued. Please attach it to the submitted invoice. The company can also email it to [info@qvna.org](mailto:info@qvna.org).

Item(s) Attach receipt or invoice to be paid	\$ to be Paid	Description of item(s) relation to overall project	If item was not included in or budgeted for in the grant application, include an explanation of why the expense is necessary. (You may use back of this form)
1.			
2.			
3.			

If you want to pick up the check at QVNA's office (417 South Street, 2<sup>nd</sup> Floor), please check (P/U) and include your phone number.

Make check payable to:	P/U	If check is to be mailed, please provide full mailing address	Phone #
1.			
2.			
3.			

**QVNA will pay only for expenses directly related to the purpose of the awarded grant, up to the granted amount. For answers to any questions, call or text 215-339-0975.**

Submitted by:		QVNA Office Use:	Form Received:
			W-9 Received:
PRINT NAME	SIGNATURE		Date Approved:
			Date Paid: