



## QVNA Community Grant Program - Expense Report

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

Expenses can be hand delivered to QVNA at 709 S. 5th Street, or mailed to P.O. Box 63763, Philadelphia., PA 19147. Please keep a photocopy for your records.

Note: QVNA must receive an IRS Form W-9 from any person or company that needs funds. If QVNA is making partial or full payment for materials or services directly to a vendor or licensed contractor, QVNA must have a copy of that company's IRS W-9 Form and Certificate of Insurance before payment is issued. Please provide this information at the start of the project. The company can also email them 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 the 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.			

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: