

Institutional Development Grant

Final Report Coversheet

Grant Number:

Faculty/Staff:

Division:

Event Name:

Date of Event:

Total Amount of Event: \$

Cost Center for Reimbursement:

This must be a local or club account.

Please attach this coversheet, a detail of your event, and supporting documentation and send to the Vice President for Student Affairs for a funds transfer. For additional information regarding requirements or restrictions refer to policy 1.117 and <https://www.lcsc.edu/institutional-development-grant> . This form is also available online at <https://www.lcsc.edu/institutional-development-grant/transfer-of-funds> .

**Reports will be returned for missing information.

Transfers of funds only occur:

- September 15
- December 15
- March 15
- June 15