Institutional Development Grant

Final Report Coversheet

Grant Number:

Faculty/Staff:

Division:

Event Name:

Date of Event:

Total Eligible Reimbursement Request (may not exceed original award amount)**: $**

Local Department Account for Reimbursement:
This must be a local (fund 11) or club (fund 50) account.

Please attach this coversheet, a detailed report of your event (specifics found online), any supporting documentation, and send the complete packet to the Vice President for Student Affairs for a funds transfer. Digital submissions to studentaffairs@lcsc.edu are preferred. For additional information regarding requirements or restrictions refer to policy 1.117 and https://www.lcsc.edu/institutional-development-grant .

**Reports will be returned for missing information.

Transfers of funds only occur:

- September 15
- December 15
- March 15
- June 15 (this may change due to fiscal year end procedures)