Bus Grant Application

Education Summit
Cal State East Bay
Saturday, February 4, 2017
9:00 am-1:00pm

☐ Yes, I would like to be considered for a bus grant for the Education Summit!
I understand that if awarded, the bus grant will pay up to a maximum of $250.00.

☐ I understand that if awarded, all required paperwork must be submitted to Cal State East Bay NO LATER than March 31, 2017 in order for grant award to be processed.

Please fill out this form legibly and in its entirety.

<table>
<thead>
<tr>
<th>High School/Program:</th>
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<tbody>
<tr>
<td>Contact Person/Title:</td>
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<tr>
<td>Address:</td>
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<td>Telephone:</td>
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<td>Email:</td>
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<tr>
<td>Number of students attending event:</td>
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Guidelines:

1. In order for you to be reimbursed the awarded grant amount, you are required to:
   a. Check in with a CSUEB staff member on the day of the event to confirm your group’s attendance.
   b. Provide an invoice to Cal State East Bay for the approved grant amount. Review the invoice and check that it clearly states the address and name of the payee. Please Note: Cal State East Bay cannot pay 3rd party vendors (transportation companies).
   c. Complete a Vendor Data Record (VDR) form.
   d. Note that the invoice and VDR must have the same payee. If the VDR has the name of a school district, then the invoice must also have the name of the school district; CSUEB cannot pay school sites directly unless the school’s name is on both the invoice and VDR.

2. Grant awardees must send the invoice and Vendor Data Record form (located online at www.csueastbay.edu/educationsummit) by fax to 510-885-3505 or as an attachment by email to: educationsummit@csueastbay.edu. Both the invoice and VDR form must be submitted for payment no later than MARCH 31, 2017. Any paperwork received after this date will not be processed, and the grant award will be void.

3. A school site/outreach group can be listed on this bus grant application form as the group requesting the grant, but checks will only be made out to the school/program listed on the invoice and VDR. CSUEB does not and will not issue checks to 3rd party vendors (transportation companies). It is the school’s responsibility to pay the vendor.

Fax or E-mail this form to:
Education Summit Committee
Fax: (510)885-3505 or Email: educationsummit@csueastbay.edu