

**West Virginia Department of Education
FRESH FRUIT AND VEGETABLE GRANT
2009 (4th Quarter) FINANCIAL REQUEST FORM**

GRANT NUMBER	C#	PROJECT CODE

GRANTEE NAME:

**ADDRESS
CITY, STATE, ZIP**

SCHOOL NAME:

**GRANT OBLIGATION
PERIOD:**

**OPERATING PERIOD:
(for this specific request)**

	<i>TO</i>		
<i>MONTH</i>		<i>MONTH</i>	<i>YEAR</i>

GRANT AMOUNT:

\$

FUNDS REQUESTED THIS PERIOD:
(Please itemize expenses on pages 2-4 and attach)

\$

FUNDS PREVIOUSLY REQUESTED:

\$

BALANCE OF GRANT FUNDS:
(After this request)

\$

PREPARED BY:

SIGNATURE: (Authorized agency representative signature)

/ /

DATE:

/ /

DATE:

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PHONE:

Please complete this form when requesting Fresh Fruits and Vegetable Funds from the WV Department of Education. Send request by the 10th of the month following the month for which you are requesting funds.

Mail report to:
Bekki Leigh
WV Department of Education
Office of Child Nutrition
Building 6, Room 248
1900 Kanawha Blvd., East
Charleston, WV 25305-0330

WVDE – ADM – FFVP
Developed 5/2009

FFVP Financial Request Form



FOR STATE DEPT. OF EDUCATION USE ONLY

Verified by: _____

Approved by: _____

TM: _____ Date: _____

OPERATING COSTS: --LABOR: (Labor directly related to the <u>preparation</u> or <u>serving</u> of fresh fruits and vegetables)	Costs	
--SMALL SUPPLIES/OTHER: (Small supplies -- e.g. napkins, paper plates, utensils, bowls, pans and the like, Other - are such items as LOW FAT dips etc.)		
Sub-total Operating Costs		
ADMINISTRATIVE COSTS (costs such as equipment purchases, leasing and labor cost <u>not</u> related to the <u>preparation</u> and <u>serving</u> of fruits and vegetables; labor includes but not limited to planning, ordering, writing menus, reporting, billing, tracking, inventory, etc. Total administrative costs are limited to 10% of the grant.	Total Costs	
Sub-total Administrative Costs		

