



Bristol Aggie Educational Foundation

Frequently Asked Questions - Bristol Aggie Educational Foundation GRANT REIMBURSEMENT

Q: I purchased items using my own money. How do I submit my receipts for reimbursement?

A: Visit our website [Bristol Aggie Educational Foundation](http://BristolAggieEducationalFoundation.org), where you will see a button that says “[GRANT RECIPIENTS SUBMIT RECEIPTS HERE](#)”. This will take you to a Google Form, where you can upload all your documentation for reimbursement.

Q: I don't have the upfront funds, and would like to have the Foundation send a check directly to the business I am ordering from. How do I do that?

A: If possible, request a quote from the vendor. **Be sure to have Bristol Aggie Educational Foundation as the Bill To.** Also, we are tax exempt, so please make sure to mention this when getting a quote. A PDF of our tax-exempt form can be found [here](#).

Q: I need to change an item that I originally requested. Can I do that?

A: Minor changes are fine as long as it is close to what was originally requested. Major changes (different equipment altogether, for example) will need to be submitted and approved by the Foundation prior to purchase.

Q: How long does reimbursement take?

A: We are able to write checks soon after receiving your receipts, but please allow up to a week for reimbursements to be processed. Feel free to check in with Mrs. Saviolakis or Mrs. Fullen if you don't see your check after 1 week.

Q: What do I do about paying the tax?

A: If you are paying up front and requesting a reimbursement, then we will cover the cost of the taxes. If you are requesting the Foundation pay the vendor directly, please submit our [Tax-Exempt Form](#) to your vendor.

Additional information and links to forms can also be found at:

<https://www.bristolaggie.org/page/bristol-aggie-educational-foundation-inc>

Additional questions can be directed to bafoundation@bcahs.com

The Bristol Aggie Educational Foundation is a 501(c)(3) tax-exempt entity

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