



Reimbursement Request Form

Elko Redevelopment Agency (Agency) funds are to repay the cost of improvements approved by the Agency. Only Projects approved by the Agency will be eligible for reimbursement. The reimbursement amount was previously determined and approved by the Agency.

The reimbursement process will take approximately two to six weeks.

Please complete this form and submit with it the following information:

1. Relevant invoices and/or receipts with proof of payment, such as a cancelled check, bank statement, credit card receipts, etc. Proof of payment for invoices must be from the General Contractor, if applicable. Participant must provide proof of payment to the contractor, if applicable. Expenses paid for with cash cannot be reimbursed. Expenses paid prior to grant approval cannot be reimbursed. Grant recipient is eligible for 50% of all invoices and proof of payments submitted up to a maximum amount of \$15,000 or any other grant amount approved by the Agency.
2. A copy of your W-9
3. Digital photographs of the completed Project, either emailed or delivered to the Planning Department on a jump drive.

Make reimbursement check payable to: (must be same as Participant Agreement)		
Name:		
Mailing Address:		
City:	State:	Zip Code:
Phone:	Cell:	
Email:		

Return your completed form and a copy of your W-9 to:

City of Elko Planning Department
1751 College Avenue
Elko, NV 89801

