

Request for Reimbursement  
Endowment for Student Need  
Gear Up Students! Fund

**Sponsored by the Iowa West Foundation**  
Administered by the Community Education Foundation, Inc.

School District: \_\_\_\_\_

School Building Name: \_\_\_\_\_

Address: \_\_\_\_\_

Today's Date: \_\_\_\_\_ Date of Expenditure: \_\_\_\_\_

Original Allocation:	
Current Balance:	
AMOUNT OF THIS EXPENDITURE:	
New Balance:	

(please contact your school administrative office if you are unsure of your available funds)

Funds are to be used **directly for individual students in need**. Examples include: warm clothing, lice kits, prescription medications or eyeglasses, etc. Funds do not cover student fees or field trips.

\*\*Funds should NOT be used to for first aid items or other school equipment.

Purpose of this expenditure (please be explicit without using recipients' names):


Administrators Signature \_\_\_\_\_

Please send to : Community Education Foundation, Attn. Gear Up Students  
300 W. Broadway, Suite 212, Council Bluffs, IA 51503  
or fax to 712-322-8941. e-mail [jpayne@cef.svcoxmail.com](mailto:jpayne@cef.svcoxmail.com) for questions.