



Brazos Valley Regional Advisory Council

Fund Request Form

Request Date:	
Amount:	
Grant:	
Purpose:	
Requested By:	

Checklist

- Allowed Cost for Respective Grant
- Ordered and Paid for During the Grant Period
- Required Documentation:
 - Invoice Showing Date Ordered, Unit Cost, Quantity Purchased Total Cost
 - Copy of Canceled Check or Check Stub with Bank Statement showing that the check cleared.
 - For Items that meet the definition of "Equipment"

Description	Serial Number	Location	Value

- Approval _____

NOT ALLOWABLE COSTS

1. **EMS County:** buildings, land, food, or investments (stocks, bonds, mutual funds, etc.) Memberships in business, technical, and professional organizations involved in lobbying
2. **EMS LPG:** Disposable Supplies, Personnel, Fringe, Benefits, Land Purchases, Buildings, Day to day operating expenses (e.g., Fuel, Insurance, Loan Payments, Rent etc.)
3. **EMS Tobacco/ EMS RAC:** buildings, land, food, or investments (stocks, bonds, mutual funds, etc.); Meals during travel are covers if individuals are attending meetings and conferences that pertain to carrying out activities under the contract attachment; Memberships in business, technical, and professional organizations involved in lobbying

EQUIPMENT

Equipment - Equipment is defined as an article of nonexpendable, tangible personal property having a useful lifetime of more than one year and an acquisition cost of \$5,000 or more, and "controlled assets." Controlled assets include firearms regardless of the acquisition cost, and the following assets with an acquisition cost of \$500 or more:

- desktop and laptop computers,
- non-portable printers and copiers,
- emergency management equipment,
- communication devices and systems, such as but not limited to FAX machines, cellular/mobile telephones, hand-held radios, Blackberry devices, pagers, telecopiers,
- medical and laboratory equipment, and
- media equipment, such as but not limited to video recorders, cameras, CD players, TVs, VCRs, camcorders, DVD players.