

MAYOR LINDA GORTON

**LEXINGTON**
 MONICA CONRAD
 DIRECTOR
 PARKS & RECREATION

REQUEST FORM: PUBLIC RISK MITIGATION ALLOWANCE

The purpose of this form is to allow Neighborhood Associations to apply for reimbursement by LFUCG for expenses incurred to retain insurance for purposes of rental event activities and/or allowing public access to the Center. All vendors must have a local business license and appropriate licenses/certifications when applicable.

The maximum potential amount for reimbursement is \$1,000 total for the fiscal year (July 1-June 30). Multiple reimbursement forms can be submitted throughout the fiscal year to cmitchell@lexingtonky.gov. Necessary documentation must be included with receipts attached. Payouts will take at least 30 days. All reimbursement requests must be submitted by May 1 to receive funds from current fiscal year (July 1-June 30).

Neighborhood Center Information:

Requesting Neighborhood Association: _____

Summary of Expenses:

| | Date of Purchase | Payable To | Purpose of Expenditure | Item(s) Purchased | Vendor | Cost of Expenditure |
|---|------------------|------------|------------------------|-------------------|--------|---------------------|
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |

Expenses Total: _____

I certify that these are valid business expenses:

Reimburse/Cardholder Signature: _____

Reimburse/Cardholder Name: _____

LFUCG Parks and Recreation:

Approved by: _____ Date: _____

