



# EAGLE BUCKS 2021 VOUCHER REIMBURSEMENT FORM

## REIMBURSEMENT INSTRUCTIONS:

Business that have been approved to participate in the Eagle Bucks 2021 Program and are accepting Eagle Bucks Vouchers must fill out the Voucher Reimbursement Form for reimbursement. For approved businesses to be eligible for reimbursement they must submit the following:

1. Eagle Bucks 2021 Voucher Reimbursement Form (appropriately filled out and signed)
2. Returned **original vouchers** for requested reimbursement (no photocopies or replications)
3. **Itemized** receipts for all voucher purchases (only 1 voucher per receipt)

Voucher Reimbursement Form, original vouchers, and itemized receipts can all be mailed to Town of Eagle: PO Box 609, Eagle, CO 81621 or placed in the Town Hall's drop box (located behind Town Hall near parking lot exit). **All reimbursement requests are due to Town Hall no later than May 28, 2021.**

**Note:** Vouchers are not redeemable for cash and the Town cannot reimburse vendors for any gift cards, lottery, marijuana, tobacco products, alcohol from liquor store retailers, pharmaceuticals, grocery store items, or gasoline.

Please contact the Town of Eagle at (970) 328-6354 or email [jill.kane@townofeagle.org](mailto:jill.kane@townofeagle.org) with any questions.

DATE: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

*\*\* This is where your Reimbursement Check will be mailed*

CONTACT NAME: \_\_\_\_\_ EMAIL: \_\_\_\_\_

<b>Total # of Vouchers Returned &amp; Attached</b>	
<b>Total # of Itemized Receipts Attached</b> <i>*This amount should agree to the number of vouchers returned above</i>	
<b>Total Amount Requested for Reimbursement</b> <i>* Business will be reimbursed the lesser of value of the voucher or the total of the itemized receipt (less exemptions)</i>	\$

I hereby certify under penalty of perjury that the statements made herein are to the best of my knowledge true and correct.

Signature

Title

Date

Please turn in Voucher Reimbursement Forms, Vouchers, and Receipts to:

Town of Eagle  
Attn: Eagle Bucks 2021  
PO Box 609  
Eagle, CO 81621

OR

Town Hall Drop Box  
*(located behind Town Hall  
near exit to parking lot)*