

*Print on School District Letterhead*

This document will be attached to the final periodic report for the respective fiscal year. As documentation for the fiscal year (Insert Year) \_\_\_\_ Agricultural Education Three Circle Grant, the school district confirms payment to the agriculture teacher(s) named below.

Participating teacher name: \_\_\_\_\_

ISBE grant amount expended/paid to participating teacher: \$ \_\_\_\_\_

*Note: The grant amount for multiple teachers would be divided accordingly.*

District match amount paid to participating teacher: \$ \_\_\_\_\_

*District must maintain proof of payments to teacher(s) for audit purposes for a period of five years.*

ISBE grant amount obligated to be paid to participating teacher by August 31: \$ \_\_\_\_\_

*Note: This amount must be documented in some way to be paid out (P.O, board memorandum, etc.)*

District match amount to be paid to participating teacher by August 31: \$ \_\_\_\_\_

*District must maintain proof of payments to teacher(s) for audit purposes for a period of five years.*

Final payment date to teacher(s): \_\_\_\_\_

Signatures below indicate that the information in this document is current and correct, confirming that the teacher has been paid and has received *or* will receive the funds as indicated above.

\_\_\_\_\_  
Signature of Superintendent

\_\_\_\_\_  
Date of Signature

\_\_\_\_\_  
Signature of Teacher

\_\_\_\_\_  
Date of Signature

*(Duplicate this document for additional teachers receiving the grant.)*