

# COVID-19 Farm Transportation & Sanitation Cost Share Reimbursement Request

Name of Farm or Individual to be reimbursed: \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State: North Carolina Zip \_\_\_\_\_

County: \_\_\_\_\_

Telephone Number (Business) \_\_\_\_\_ (Mobile) \_\_\_\_\_

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

## Reimbursement available for the following until funds exhausted:

- \$200/day for 30 days to rent additional vehicles to reduce the number of employees per trip (Maximum of \$6,000/farm)
- \$2,000/farm for purchase of sanitation equipment &/or supplies including:

<input type="radio"/> Hand soap or sanitizer dispensers	<input type="radio"/> Foot pull door openers
<input type="radio"/> Field sanitation stations	<input type="radio"/> Motion lights
<input type="radio"/> Sanitation fogging machines	<input type="radio"/> Box fans/air circulation units
<input type="radio"/> Touchless faucets	<input type="radio"/> Tents/tarps for outdoor dining areas
Ask about eligibility for other items	

## To receive reimbursement:

ECU requires that you also complete an online ECU Vendor request form. NC Agromedicine Institute will initiate this procedure. You will receive an email invitation from Support@Sciquest.com which will contain a link for you to go online to complete the form and upload your W-9 form. Once this process is complete, you will be set up with a 'Banner ID' – a unique number which will guard your identity and replace your identity and replace your Social Security number or your TIN. Failing to complete this process will void your request for reimbursement.

- Complete itemized reimbursement request on page 2 and provide copy of itemized receipts and vehicle rental agreement, if applicable.
- Return completed reimbursement request form to:



North Carolina Agromedicine Institute  
Attn: Dr. Robin Tutor Marcom  
1157 VOA Site C Road  
Greenville, North Carolina 27834

For more information contact: Scarlett Joyner [joynersc20@ecu.edu](mailto:joynersc20@ecu.edu) 919.581.7977  
Robin Tutor Marcom [tutorr@ecu.edu](mailto:tutorr@ecu.edu) 252.744.1008

## ITEMIZED REIMBURSEMENT REQUEST

	Vehicle Description	# Days Rented	Cost per Day	Total Rental Cost/Vehicle
Vehicle Rental (maximum \$200/day x 30 days; \$6,000/farm)	Vehicle 1:			
	Vehicle 2:			
	Vehicle 3:			
<b>Total Rental Cost All Vehicles(A)</b>				

	Item Description	Quantity	Cost Each	Total Cost
Sanitation Equipment &/Or Supplies (maximum \$2,000/farm)				
<b>Total Cost All Sanitation &amp; Equipment Supplies(B)</b>				
<b>Total Reimbursement Request Lines A(Transportation) &amp; B(Sanitation)</b>				

Return completed reimbursement request form with copy of receipts and vehicle rental agreement to:



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