

## CLAIM FOR REIMBURSEMENT 2011/12

Letter to: ServiceOntario; Inter-Jurisdictional Services Branch  
 Business Development Division; MGS  
 777 Bay St, 15<sup>th</sup> Floor, Toronto, Ontario M7A 2J3

Attention: Karin Fischer  
 Scanned copy to: [karin.fischer@ontario.ca](mailto:karin.fischer@ontario.ca) or fax (416) 326-1313; include cover page

From: \_\_\_\_\_ Name/Title  
 \_\_\_\_\_ Library  
 \_\_\_\_\_ Address  
 \_\_\_\_\_ Town/Postal Code

### SERVICEONTARIO AT LIBRARIES PROGRAM

**Eligible Expenditures**

\$ _____	Acquire/maintain high-speed access to the Internet
\$ _____	Computer equipment: hardware and software (e.g.: cables, printer, monitor, USB key, memory, electronic bulletin/message board)
\$ _____	Website upgrades with link to <a href="http://serviceontario.ca">serviceontario.ca</a>
\$ _____	Computer supplies (e.g. paper & printer cartridges)
\$ _____	Computer furniture (e.g. desk, chair)
\$ _____	Marketing, promotion and advertising
\$ _____	Program-specific staff training costs
\$ _____	Total Amount Spent (actual paid expenses)
\$ _____ *	Total Amount Claimed for all Branches (* Maximum Allowable is \$500 per Branch per Library System/Board)

I attest to having incurred the above eligible costs and to having paid in-full for the items listed above. When requested, copies of all paid invoices and proof of payment will be provided to ServiceOntario.

\_\_\_\_\_  
 Signature (CEO or Authorized Approving Signatory)

\_\_\_\_\_  
 Date

