

EXPENDITURE SUMMARY AND PAYMENT REQUEST FORM INSTRUCTIONS
(FOR MATCH USE INSTRUCTIONS THAT APPLY TO COL. 1 THROUGH COL. 4)

HEADING:

Grant Number - From contract	Report # - Begin with 1
Grantee Name - As it appears on the contract	
Address - As it appears on the contract	
Prepared By - Name of the <u>person</u>	
Date - Date report was prepared	
Phone / FAX: - Phone/FAX number of person who prepared the form	
Report Period - Inclusive dates of reporting period; should coincide with other reports to show continuous progress through out the grant period.	

Column 1. Approved Budget

Enter the amounts by category, from the Budget Summary in the fully executed Grant Agreement or latest approved (DCEO signed) Grant Modification. DO NOT use amounts and categories from the Scope of Work!!

Column 2. Year to Date Expenditures Prior Period

This column should include all expenditures reported prior to this reporting period. The amount should be the same as stated in Column 4 of the previous report.

Column 3. Expenses Incurred For Report Period and Cash Request

Enter expenses incurred during the current reporting period. This will also be your cash request for those expenses incurred.

NOTE 1: If an adjustment is necessary to correct expenditures previously reported, it must be made in Col. 3 using a positive or negative () number in the proper category. Asterisk (*) the number and include an explanation elsewhere on the form.

Column 4. Year to Date Expenditures

Column 2 plus Column 3.

CERTIFICATION:

- Must have original signature, no copies, no signature stamps etc.
- If the signature is not clearly legible, please type or print the name underneath.
- Date: The date of actual signature.

NOTE 2: Send to the address shown on the bottom of the Expenditure Summary and Payment Request form.

NOTE 3: Questions concerning the proper completion of expenditure summaries should be directed to your program accountant in the Accounting Office.