

Grant Payment Request Form



Organization (Pay to): **Tech Community College (Same as W-9)** _____

Mailing Address: **(Same as W-9)** _____

Project Name: **Nature Trail at Tech Community College** _____

Amount requested:

Grant Number: 1234

Grant Award: \$5,000.00

Paid to date: \$0

For Office Use Only: Date: _____ Obj: _____ Key Codes: _____ Approval signatures _____
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Itemized expenses by category (not including match): (Attach receipts, invoices, personnel log)		
Item	Company	Expense
Bushhogging	Billy's Bushhogging	\$2,000.00
Mulch	Mulchtown	\$1,000.00
Signs	Sign 'O The Times	\$1,000.00
Staff time (see log sheet)	Tech Community College	\$1,000.00
Expenses to date:		\$5,000.00
Description and amount of Match: (Attach receipts, invoices, personnel log)		
Cash Match	Map printing	\$200.00
In-kind Match	Friends of Tech Nature Trail volunteers	\$800.00 (54 hrs x \$15)
Other		
Match to date:		\$1000.00
Total expenses + match		\$6,000

Description of work accomplished:

Identify tasks and completion % for each task **(This should be brief and to the point for Accounting)**

- Trail cleared – 100%
- Mulch spread – 100%
- Signs installed – 25%

Signature of authorized grantee official verifying accuracy of information and attachments:

_____ Date: _____