

Watershed Grants Program

## Expense Report

***Instructions:***

Record all purchases and attach substantiating documentation as described herein.

- Copies of paid receipts and the fronts of checks used to make payments for purchases for all expenses are required with quarterly submission.
- Copies of the canceled checks must be retained in the recipient's records.
- For consultant fees acceptable documentation include a copy of the invoice and the front of the check used to pay the invoice.

As per the MOU, ***you must notify and receive approval*** from the Watershed Grants Program administrator, for any purchases of equipment, supplies, or other covered items in excess of \$100. Without such prior approval those items will not be covered.

| DATE               | ITEM | QTY. | UNIT COST | TOTAL COST |
|--------------------|------|------|-----------|------------|
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| <b>TOTAL COSTS</b> |      |      |           |            |