



# CONTRACT ITEMIZATION REPORT

**The Contract Transaction Report will NOT be processed WITHOUT a Contract Status Report, a Contract Itemization Report and any other required documentation as established in the Contract. The Budget Itemization Report is MANDATORY - Vendor accounting ledgers will NOT be accepted. Please submit this form according to the timelines established in your Contract. Forms MUST be submitted to the DCF Contract Administrator designated to your Contract.**

<b>Vendor Name</b>				
<b>Street Address*</b>				
<b>City</b>		<b>State</b>		<b>Zip Code*</b>
<b>E-Mail</b>				
<b>Phone Number</b>		<b>Fax Number</b>		
<b>Contract Year</b> (from/to) (mm/dd/yyyy)		<b>Report Period</b> (from/to) (mm/dd/yyyy)		
<b>Contract Number</b>		<b>Contract Amount</b>		

\*Physical address required, including 9-digit zip code

\*\*To insert additional lines below, select "specify" row, right click, and select insert

\*\*\*To copy/paste from another document - insert lines first, highlight your items select copy, highlight exact same number of cells on this report, right click over area, click paste special, select values, click ok

EXPENDITURE INFORMATION ***		
Line Item	Budget Itemization	Description
<b>PERSONNEL**</b>		
(specify)		
(specify)		
<b>SUBTOTAL</b>		The line item subtotals on this report <b>MUST</b> match those on the Contract Transaction Report
<b>FRINGE BENEFITS**</b>		
(specify)		
(specify)		
<b>SUBTOTAL</b>		The line item subtotals on this report <b>MUST</b> match those on the Contract Transaction Report
<b>TRAVEL**</b>		
(specify)		
(specify)		
<b>SUBTOTAL</b>		The line item subtotals on this report <b>MUST</b> match those on the Contract Transaction Report
<b>EQUIPMENT**</b>		
(specify)		
(specify)		
<b>SUBTOTAL</b>		The line item subtotals on this report <b>MUST</b> match those on the Contract Transaction Report
<b>SUPPLIES**</b>		
(specify)		
(specify)		
<b>SUBTOTAL</b>		The line item subtotals on this report <b>MUST</b> match those on the Contract Transaction Report
<b>CONTRACTUAL**</b>		
(specify)		
(specify)		
<b>SUBTOTAL</b>		The line item subtotals on this report <b>MUST</b> match those on the Contract Transaction Report

EXPENDITURE INFORMATION***		
<b>BUILDING**</b>		
(specify)		
(specify)		
<b>SUBTOTAL</b>		<i>The line item subtotals on this report <b>MUST</b> match those on the Contract Transaction Report</i>
<b>TRAINING**</b>		
(specify)		
(specify)		
<b>SUBTOTAL</b>		<i>The line item subtotals on this report <b>MUST</b> match those on the Contract Transaction Report</i>
<b>OTHER**</b>		
(specify)		
(specify)		
<b>SUBTOTAL</b>		<i>The line item subtotals on this report <b>MUST</b> match those on the Contract Transaction Report</i>
<b>OTHER**</b>		
(specify)		
(specify)		
<b>SUBTOTAL</b>		<i>The line item subtotals on this report <b>MUST</b> match those on the Contract Transaction Report</i>
<b>OTHER**</b>		
(specify)		
(specify)		
<b>SUBTOTAL</b>		<i>The line item subtotals on this report <b>MUST</b> match those on the Contract Transaction Report</i>
<b>INDIRECT COSTS**</b>		
(specify)		
(specify)		
<b>SUBTOTAL</b>		<i>The line item subtotals on this report <b>MUST</b> match those on the Contract Transaction Report</i>
<b>Total Expense</b>		<i>The Total <b>MUST</b> match the Total on the Contract Transaction Report</i>

Contract Project Director                      Signature: \_\_\_\_\_                      Date: \_\_\_\_\_

DCF Contract Administrator                      Signature: \_\_\_\_\_                      Date: \_\_\_\_\_

OGC Grant & Contract Specialist                      Signature: \_\_\_\_\_                      Date: \_\_\_\_\_