

## BUDGET ITEMIZATION REPORT

**Budget Transaction Reports will not be processed without a Status Report for the reporting period on file, a Budget Itemization Report and any other required documentation as established in your Notification Of Grant Award (for more information, see the DCF Grants Manual, Section V-Reporting Requirements). The Budget Itemization Report is mandatory - agency ledgers will not be accepted. Submit this form to your designated DCF Program Manager according to the timeline established in your Notification Of Grant Award.**

<b>Grantee Agency</b>		<b>Grant Year (from/to) (mm/dd/yyyy)</b>	
<b>Street Address*</b>			
<b>City, State, Zip*</b>		<b>This Report Is For The Period (from/to)</b>	
<b>E-Mail</b>			
<b>Phone Number</b>		<b>Grant Number</b>	
<b>Fax Number</b>			

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

\*\*to insert additional lines below, select **2nd row** says (specify) under the title, 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	Amount	Description
<b>Personnel**</b>		
<b>SUBTOTAL</b>		<i>The line item subtotals on this report <u>must</u> match those on the Budget Transaction Report</i>
<b>Fringe Benefits**</b>		
<b>SUBTOTAL</b>		<i>The line item subtotals on this report <u>must</u> match those on the Budget Transaction Report</i>
<b>Travel**</b>		
<b>SUBTOTAL</b>		<i>The line item subtotals on this report <u>must</u> match those on the Budget Transaction Report</i>
<b>Equipment**</b>		
<b>SUBTOTAL</b>		<i>The line item subtotals on this report <u>must</u> match those on the Budget Transaction Report</i>
<b>Supplies**</b>		
<b>SUBTOTAL</b>		<i>The line item subtotals on this report <u>must</u> match those on the Budget Transaction Report</i>
<b>Contractual**</b>		
<b>SUBTOTAL</b>		<i>The line item subtotals on this report <u>must</u> match those on the Budget Transaction Report</i>
<b>Building**</b>		
<b>SUBTOTAL</b>		<i>The line item subtotals on this report <u>must</u> match those on the Budget Transaction Report</i>
<b>Training**</b>		
<b>SUBTOTAL</b>		<i>The line item subtotals on this report <u>must</u> match those on the Budget Transaction Report</i>

**EXPENDITURE INFORMATION\*\*\***

<b>SUBTOTAL</b>		<i>The line item subtotals on this report <u>must</u> match those on the Budget Transaction Report</i>
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<b>SUBTOTAL</b>		<i>The line item subtotals on this report <u>must</u> match those on the Budget Transaction Report</i>
<b>Total Expense</b>		

\*\*\*If reimbursement is being requested for monies spent by sub-grantee agencies, a copy of the sub-grantee's Tax Clearance Certificate, Debarment Memorandum, and signed Specific Terms & Conditions must be submitted with this report.

Grantee Project Director      Signature: \_\_\_\_\_      **Date:** \_\_\_\_\_

DCF Program Manager	<u>Signature:</u> _____	<b>Date:</b> _____
DCF OGC Grant & Contract Specialist	<u>Signature:</u> _____	<b>Date:</b> _____