



ARIZONA GAME AND FISH DEPARTMENT

PROJECT EXPENDITURE RECORD

(Instructions on reverse)

Department Agreement Number: _____

Project Title: _____

Subgrantee Name: _____

Payment Request: _____

Signature: _____

Record Preparation

Date: _____

By: _____

Phone: _____

Date	Invoice #	Vendor	Item Description	Related Scope Item	Amount Paid	Amount Eligible to Grant	Check Number
TOTAL AMOUNT ELIGIBLE TO GRANT							

Attach additional page(s) if necessary

Instruction for Completing the Project Expenditure Record

A complete and accurate record of information must be provided in each column of this form for every listed expenditure. A copy of the completed Expenditure Record must be attached to each Grant Payment Request (AGFD Form C5) submitted to the Arizona Game and Fish Department. Instructions for specific entries are described below:

- **Department Agreement Number:** Enter the project number as it appears on the collection agreement.
- **Project Title:** Enter the name of the project as it appears on the collection agreement..
- **Participant Name:** Enter the participant name as it appears on the collection agreement..
- **Payment Request:** Enter the number of the pay request attached to the Grant Payment Request.
- **Record Preparation:** Enter the date the record was prepared, by whom (print name and sign name), and the telephone number of the preparer.
- **Date:** List all expenditures in chronological order and indicate the date shown on each expenditure.
- **Invoice Number:** Enter the number shown on the invoice as assigned by the vendor. In the case of a contractor's statement, enter the number of the statement as assigned by the contractor.
- **Vendor:** For each invoice or cost item, provide the name of the individual or company from whom the goods or services were purchased.
- **Item Description:** This should briefly, but accurately, describe what was purchased and/or donated. This description may be taken directly from the invoice.
- **Related Scope Item:** Enter the name of the scope item from AGFD Project Application – Itemized Cost Estimates for which the ITEM DESCRIPTION relates. If an invoice contains a list of materials, which were used to construct several approved scope items, each item should be listed. Items not shown in the Collection Agreement or acknowledgment or project cost schedule or in amendments thereto, are not eligible for reimbursement. Ineligible projects need not be listed on the Project Expenditure Record.
- **Amount Paid:** Enter the amount of the actual cost or expenditure, which is eligible for reimbursement or match. If a portion of the invoice was paid and reimbursed under a previous payment request, list only the amount for which you are now seeking reimbursement.
- **Amount Eligible To Grant:** Amount that is eligible or qualify for reimbursement under this grant
- **Check Number:** List the corresponding check, work order, or requisition number, which was used to pay each cost item listed. If more than one check, work order, or requisition was used, include all appropriate numbers.

***NOTE:** You may use the Project Expenditure Record as a cover sheet and attach any type of billing records and/or financial spreadsheets to the cover sheet. Please make sure the same information requested on the Project Expenditure Record is given in the billing records and/or financial spreadsheets.