This Expenditure Report Form is a sample template only. All submissions must be uploaded through our grants management portal. For a fillable Excel version of this template, go to:
https://oishei.org/expenditurereport

JOHN R. OISHEI FOUNDATION

Expenditure Report Form

v1.0

Date: (MM/DD/YY)	<Type Here>
Person Completing Report:	<Type Here>

I hereby certify that the foregoing report is true in all respects and that the expenditures have been made with my approval and are within the provisions of the grant for the purposes approved.	<Initial Here>

	Dollar Value
A. Grant funds received during period specified above:	$ -
B. Unexpended funds from previous reporting period (multi-year grant), if applicable:	$ -
C. Total Funds Available for Expenditure: (Line A plus Line B)	$ -
Expenditure Line Items (Personnel, Equipment, Supplies, Consultants, etc.) *Note: Line items should match those originally submitted in the proposed budget, if discrepencies exist, please indicate why in the narrative section at the end of the report form.*	
<Type Here>	$ -
Administrative expense, if applicable	$ -
D. Total Expenditures (Sum the Line Items Above)	$ -
E. Total Unexpended Funds* (Line C minus Line D)	$ -

Budget modifications, including alternate uses of unspent funds or other changes, may be made only with the advance written permission of your program officer. A request for modification must be submitted at least 60 days prior to your project end date. Please contact your program officer prior to submitting a request.

<Expenditure Report Narrative - Type Here>

SAMPLE