

Return to: **PSSA Grants Administration, c/o Wanner Associates, 908 North 2nd St., Harrisburg, PA, 17102 Fax: (717) 236-2046**

Club \_\_\_\_\_

Contact \_\_\_\_\_

**EXPENSES RECORD**

**Readable receipts must be included with log.** The final 10% of the DCNR grant will be withheld until proper documentation for the total mini grant is received. (This document is also available as an Excel spreadsheet for entering data electronically.) Invoices must have a zero balance. If not, a copy of the canceled check used for payment must be submitted. If receipts are from debit or credit card payments from an individual, a copy of the club check reimbursing the individual must be submitted. Please note if the debit or credit card is the club's card. Thank you.

PSSA Mini-Grant Round: \_\_\_\_\_ DCNR Round: \_\_\_\_\_ (Copy as needed)

<b>Itemize by Receipt</b>	<b>Total \$</b>	<b>Check/Cash</b>	<b>Check #</b>	<b>Receipt#</b>
Example: <i>Drainage pipe and gravel</i>	\$672	Check	#5678	23678
<b>TOTAL Spent:</b>				

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
 President \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_



