

**Pennsylvania Mountain Service Corps In-Kind Reporting Form**

Agency Name \_\_\_\_\_ Reporting Period \_\_\_\_\_

Last Name of Member(s) @ Your Site \_\_\_\_\_

**EXAMPLES:**

<b>Phone Calls</b>	15 Calls @ .25Each	\$3.75
<b>Conference</b>	Excel Workshop March 18, 2009 Expenses Paid	\$ 150.00

<b>Supplies</b>	<b>Formula to Arrive At the Final Cost</b>	<b>Final Cost</b>
<b>Local Phone Calls</b>		
<b>Long Distance</b>		
<b>Faxes</b>		
<b>Copies</b>		
<b>Computer</b>		
<b>Postage</b>		
<b>Envelopes</b>		

Category Sub Total: \_\_\_\_\_

**Supervision**

<b>Supervised By</b>	<b>Dates</b>	<b>Total Hours</b>	<b>Rate</b>	<b>Cost</b>

Category Sub Total: \_\_\_\_\_

If you claim supervision in-kind, federal regulations require that copies of the supervisor's PA Criminal, Child Abuse, and FBI clearance results, be kept on file with the PMSC.

Clearance results attached     
  Clearance results already on file.

<b>Travel</b>	<b>Total Miles</b>	<b>X</b>	<b>Rate</b>	<b>=</b>	<b>Cost</b>
<b>Personal Vehicle (Attach receipt)</b>					
<b>Site Vehicle</b>					

Category Sub Total: \_\_\_\_\_

	<b>Sq. Feet</b>	<b>X</b>	<b>Rate</b>	<b>=</b>	<b>Cost</b>
<b>Occupancy Space</b>					

Category Sub Total: \_\_\_\_\_

<b>Other</b>	<b>Formula to Arrive At the Final Cost</b>	<b>Final Cost</b>
<b>Conference</b>		
<b>In-house Training</b>		
<b>Utilities</b>		

Category Sub Total: \_\_\_\_\_

**GRAND TOTAL** \_\_\_\_\_

**By my signature, I certify that all in-kind claims are true and correct and that documentation is on file if not attached to this form. In-kind contributions cannot be made with federal funds.**

\_\_\_\_\_  
Signature of Certifying Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Certifying PMSC Official

\_\_\_\_\_  
Signature of Certifying PMSC Official