

Pennsylvania Mountain Service Corps In-Kind Reporting Form

Agency Name _____ Reporting Period _____
 Last Name of Member(s) @ Your Site _____

EXAMPLES:

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

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

Category Sub Total: _____

Supervision

Supervised By	Dates	Total Hours	Rate	Cost

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.

Travel	Total Miles	X	Rate	=	Cost
Personal Vehicle (Attach receipt)					
Site Vehicle					

Category Sub Total: _____

	Sq. Feet	X	Rate	=	Cost
Occupancy Space					

Category Sub Total: _____

Other	Formula to Arrive At the Final Cost	Final Cost
Conference		
In-house Training		
Utilities		

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