

# Pennsylvania Mountain Service Corps In-Kind Reporting Form

Agency Name \_\_\_\_\_ Reporting Month(s) \_\_\_\_\_

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

Total \_\_\_\_\_

Supervision Supervised By	Dates	Total Hours	Rate	Cost

Total \_\_\_\_\_

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

Total \_\_\_\_\_

Occupancy Space	Sq. Feet	X	Rate	=	Cost

Total \_\_\_\_\_

Other	Formula To Arrive At The Final Cost	Final Cost
Conference		
Utilities		
On Site Training		

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date