

INSTRUCTIONS FOR COMPLETING DETAILED ITEMIZATION FORM SUPPLIES

- All items must be completed in order to ensure prompt processing.
- One copy of each Detailed Itemization Form must be submitted with an original signature.
- All expenditures must be allowable as per Appendix B of your contract.
- Reported expenditures must fall within contract period.
- Reported expenses must have been incurred and paid for.
- Reported expenses must not have been claimed on any other grant since duplicate billing is not appropriate.
- All expenses for this grant must have an appropriate and reasonable basis for allocation to this project. The basis for such allocation must be maintained by the grantee for audit purposes.

Section 1 - Grantee Information

Item 1, 2, 6 & 7 - Obtain the information from the grant award and enter it on the appropriate line.

Item 3 - Enter the reporting period month(s) and year for which the expenditures are submitted. This period must fall within the current contract period.

Item 5 - Current contract period. These are the dates of the current grant award period. If, however, an extension has been granted, then the most recently approved ending date must be entered.

Item 4 - This number is the same as the Fiscal Cost Report number.

Section 2 - Expenditure Information

Item 8a Check No. – Enter the check number for each purchase made. The same check number may be used for separate items where appropriate.

Item 8b Payee - Enter the actual name of the payee as it appears on each check listed for Item 8a.

Item 8c Date Ordered - Enter the date each item was ordered.

Item 8d Date Received - Enter the date each item was received.

Item 8e Item(s) – Briefly describe each supply purchased, as outlined in Appendix B of the contract.

Item 8f Amount Charged to Federal/State Amount - Amount charged to either Federal/State Amount for the line item.

Item 8g Amount Charged to Match Amount - Amount charged to Match Amount for the line item.

Item 8h NYS MWBE Certification Number - If applicable, enter the NYS MBE or WBE Certification Number of the Minority-Owned or Women-Owned Business.

Item 8i Procurement Method – Circle the applicable method of procurement, whether you purchased this item through a Competitive Bid process (RFP, IFB), ordered off of OGS State Contract, received approval for Single/Sole Source, or the item was a Discretionary Purchase*.

Item 8j Total – Sum of individual Federal/State Amount and Match Amount columns as indicated above. These totals will be carried forward to Category E, Column C of the Fiscal Cost Report.

Section 3 – Certification of Form

Item 9 Signature – This form must be signed by an authorized individual for the grant who is responsible for its accuracy. Signatures must be original. The individual signing should also print their name legibly and include telephone number.

* Discretionary Purchase is a procurement that is below established monetary levels that doesn't require the need for a formal competitive procurement process.