

MATERIALS RECORD FORM INSTRUCTIONS

Heading

- A. Fill in the name of the City/Town/Village, etc. that is receiving funds from New York State.
- B. Enter the Project # that was provided on the approval letter. (Ex. 4204-0075)
- C. Enter the Project Title that was included in the approval letter.
- D. Provide the period for which reimbursement is being requested.
- E. Enter the location where the work was completed.

Table

- F. Enter the vendor's name where the materials were purchased (even if taken from stock).
- G. Enter a brief description of the item.
- H. Enter the quantity or amount used for work.
- I. Enter the price of each item (i.e. 1,000 flares @ \$2.00 ea. \$2.00 is the unit price).
- J. Multiply quantity (Column H) by unit price (Column I) and enter the total cost.
- K. Enter the date materials were purchased (even if taken from stock).
- L. Enter the number from the check or purchase order/invoice when material was purchased.
- M. Enter the date(s) the materials were used.
- N. Check one (1) box: If the materials were purchased, check the invoice box. If the materials were taken from inventory, check the stock box.
- O. Sign and date the Materials form. Each record (page) must be certified by an authorized official. (*original signature, no copies*).

* Use additional sheets if necessary.

MATERIALS RECORD

(A) Sub-Recipient: _____ (B) Project Number: _____ - _____
 (C) Project Title: _____ (D) Period: _____ to _____ 20____
 (E) Location of Work: _____

(F) Vendor	(G) Description	(H) Quantity	(I) Unit Price	(J) Total Cost	(K) Date Purchased	(L) Check Number	(M) Date Used	(N) <u>Source of Material</u>	
								Invoice	Stock
1.									
2.									
3.									
4.									
5.									
6.									
Total Cost (this page)				\$					

I certify that the above information was transcribed from daily logs, vendor invoices, stock cards, or other documents which are available for audit.

(O) Certified by: _____ Title: _____
 Print Name: _____ Date: _____