

IIK – 1004 (Rev-1/02)

**PROGRAM EXPENDITURE REPORT –
CONSULTANTS, CONTRACTED SERVICES, STIPENDS**

INSTRUCTIONS/EXAMPLES

Check		Payee		Service Period		Number of Hours/Days/Sessions (if applicable)	Gross Amount of Check	Amount Chargeable To IIK
Number	Date	Name	Title/Service	From	To			
CONSULTANT								
3000	1/15/02	John Davis	Arts Consultant	1/4/02	1/5/02	2 sessions	\$ 400.00	\$ 400.00
3001	1/30/02		Program Evaluated		1/30/02		\$ 500.00	
CONTRACTED SERVICES								
3001	1/30/02	Ames Accounting Service	Accounting Services	1/2/02	1/30/02	10 hrs.	\$ 200.00	\$ 200.00
STIPEND								
3500	1/11/02	Len Smith	Community Work Trainee	1/8/02	1/11/02	5 days	\$ 50.00	\$ 50.00

Note: Checks must be dated at the end of the services period – prepayment are unacceptable.