

**PROGRAM EXPENDITURE REPORT – MAINTENANCE & OPERATION
INSTRUCTIONS/EXAMPLES**

Check Number	Check Date Note 1	Payee	Description	Invoice Date (Period Covered For Services Or Travel) Note 6	Gross Amount Of Check	Amount Chargeable To IHK
1003	34795	Grumbacher and Co	Art Supplies	04/06/02	\$ 376.80	\$ 376.80
1004	34797	E-Z Cleaning Co	Janitorial Services	3/1/02 – 3/31/02	\$ 200.00	\$ 200.00
1005	34799	Low Rental Co (Note 2)	Movie Projector Rental	04/10/02	\$ 50.00	\$ 50.00
1006	34804	Brunswick Corp (Note 2)	Pool Table	04/10/02	\$ 700.00	\$ 700.00
1007	34807	Hartford Insurance Co (Note 3)	Liability Insurance (Note 3)	4/30/02 - 5/1/02	\$ 600.00	\$ 400.00
1008	34809	Niagara Mohawk Power Co	Heat and Electricity (Note 4)	3/1/02 – 3/31/02	\$ 178.29	\$ 125.95
1009	34814	U.S. Postmaster	Postage	04/25/02	\$ 8.00	\$ 8.00
1010	34819	Mall Associates	Rent For 99 Court St	5/1/02 – 5/30/02	\$ 500.00	\$ 500.00
1011	34819	John Brown	Transport Youth 100M @ \$.28	4/1/02 – 4/5/02	\$ 28.00	\$ 28.00
1012	34819	NYC Transit Authority	Tokens	4/30/02	\$ 125.00	\$ 125.00
TOTAL M & O					\$ 2,848.09	\$ 2,595.75
TOTAL FACILITY REPAIRS					\$ 225.00	\$ 225.00

Notes:

- (1) Dates paid must be after completion of services or receipt of product.
- (2) Equipment to purchased or rented must be listed on the approved budget.
- (3) Amount must be pro-rated for period within contract or program period.
- (4) Amount must be pro-rated based on amount of space used by program.
- (5) The company that carries the risk not the agent (e.g. Hartford, Nationwide, Prudential)
- (6) Services Periods must be shown for Utilities, Rent, Insurance and Travel

Instructions:

- Trophies & Awards – include # of units, prices per unit, and type of trophy (team or individual)
- Inexpensive T-shirts or hats – include # of units and price per gallon
- Gas & Fuel Oil – No of gallons and price per gallon
- Mileage – Number of Miles and Price per mile
- Admission – Number of tickets and price per ticket