



MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY
 ENVIRONMENTAL SCIENCE AND SERVICES
 MICHIGAN COASTAL MANAGEMENT PROGRAM

GRANTEE'S QUARTERLY FINANCIAL REPORT*

Project Number: Date:
 For Quarter: through ,
 Grantee Name:
 Grantee Federal Identification Number 38-

| Grant Amount Spent During This Quarter | | Match Amount Spent During This Quarter | | Grand Total |
|--|-------------------------|--|-------------------------|-------------------------|
| Personnel | \$ <input type="text"/> | Personnel | \$ <input type="text"/> | \$ <input type="text"/> |
| Travel | \$ <input type="text"/> | Travel | \$ <input type="text"/> | \$ <input type="text"/> |
| Equipment | \$ <input type="text"/> | Equipment | \$ <input type="text"/> | \$ <input type="text"/> |
| Supplies/Materials | \$ <input type="text"/> | Supplies/Materials | \$ <input type="text"/> | \$ <input type="text"/> |
| Contractual Services | \$ <input type="text"/> | Contractual Services | \$ <input type="text"/> | \$ <input type="text"/> |
| Other | \$ <input type="text"/> | Other | \$ <input type="text"/> | \$ <input type="text"/> |
| Total | \$ <input type="text"/> | Total | \$ <input type="text"/> | \$ <input type="text"/> |

| Cumulative Grant Expenses to Date | | Cumulative Match Expenses to Date | | Grand Total |
|-----------------------------------|-------------------------|-----------------------------------|-------------------------|-------------------------|
| Personnel | \$ <input type="text"/> | Personnel | \$ <input type="text"/> | \$ <input type="text"/> |
| Travel | \$ <input type="text"/> | Travel | \$ <input type="text"/> | \$ <input type="text"/> |
| Equipment | \$ <input type="text"/> | Equipment | \$ <input type="text"/> | \$ <input type="text"/> |
| Supplies/Materials | \$ <input type="text"/> | Supplies/Materials | \$ <input type="text"/> | \$ <input type="text"/> |
| Contractual Services | \$ <input type="text"/> | Contractual Services | \$ <input type="text"/> | \$ <input type="text"/> |
| Other | \$ <input type="text"/> | Other | \$ <input type="text"/> | \$ <input type="text"/> |
| Total | \$ <input type="text"/> | Total | \$ <input type="text"/> | \$ <input type="text"/> |

* Expenditure categories may be modified to conform to the Grantee's accounting system.

* Documentation of expenses must be submitted with each quarterly report including:

Personnel: Report by individual; including # of hours worked in the quarter (weekly or monthly breakdown acceptable, but not necessary) and hourly rate of pay.

Travel: Report departure location and destination, mileage, rate, meals, and other travel related expenses

Equipment: Provide copies of receipts for any item of equipment exceeding \$50.00

Supplies/Materials: Provide copies of receipts for any supply or material item exceeding \$50.00

Contractual: Provide a copy of all invoices