OSMB Form B8

OREGON STATE MARINE BOARD
"LET'S GO BOATING" GRANT PROGRAM

PROJECT EXPENDITURE RECORD

(Instructions on reverse)

Project Number: RBS _____ - _____ Date: _____

Project Title: _____

Recipient Name: _____ Phone: _____

Prepared By: _____ Signature: _____
(Print name)

Date	Invoice #	Vendor	Item Description	Related Scope Item	Amount Paid	P.O. Number
					$	
					$	
					$	
					$	
					$	
					$	
					$	
					$	
					$	
					$	
				Total:	$ 0.00	

Attach additional page(s) if necessary

Instruction for Completing the Project Expenditure Record

A complete and accurate record of information must be provided in each column of this form for every listed expenditure. The original of the completed Expenditure Record must be attached to the end of the year reporting and submitted to the Oregon State Marine Board. Instructions for specific entries are described below:

- **Project Number:** Enter the project number as it appears on the Contract.
- **Date:** Enter the date the record was prepared
- **Project Title:** Enter the name of the project as it appears on the Contract.
- **Recipient Name:** Enter the participant name as it appears on the Contract.
- **Prepared By:** Enter the name (print name and sign name), and the telephone number of the preparer.

In Box:

- **Date:** List all expenditures in chronological order and indicate the date shown on each expenditure.
- **Invoice Number:** Enter the number shown on the invoice as assigned by the vendor. In the case of a contractor's statement, enter the number of the statement as assigned by the contractor.
- **Vendor:** For each invoice or cost item, provide the name of the individual or company from whom the goods or services were purchased.
- **Item Description:** This should briefly, but accurately, describe what was purchased. This description may be taken directly from the invoice.
- **Related Scope Item:** Enter the name of the scope item from the OSMB Contract – Exhibit A, Statement of Work for which the ITEM DESCRIPTION relates. If an invoice contains a list of materials, which were used to construct several approved scope items, each item should be listed. Items not shown in the Contract or acknowledgement or project cost schedule or in amendments thereto are not eligible for funding. Ineligible projects need not be listed on the Project Expenditure Record.
- **Amount Paid:** Enter the amount of the actual cost or expenditure.
- **P.O. Number:** List the corresponding check, work order, or requisition number, which was used to pay each cost item listed. If more than one work order or requisition was used, include all appropriate numbers.

***NOTE:** You may use the Project Expenditure Record as a cover sheet and attach any type of billing records and/or financial spreadsheets to the cover sheet. Please make sure the same information requested on the Project Expenditure Record is given in the billing records and/or financial spreadsheets.