



**EXAMPLE COPY**

**Guilford County JCPC Monthly Expenditure Report and Reimbursement Request Form  
FY 2021-2022**

**Grantee / Reimbursement Request Information:**

|   |  |  |
|---|--|--|
| Agency / Program Name                                   | <i>(Agency / Program Name)</i>   |  |
| Contact Person / Position                               | <i>(Program Contact who enters and submits forms to Guilford County)</i> |  |
| Phone / Email Address                                   |  |  |
| Date of Request Submission                              |  |  |
| FY 2020 - 2021 Grant Award Budget (JCPC + County Funds) |  |  |
| Monthly Max Limit                                       |  |  |
| YTD Request <i>(excluding this month)</i>               |  |  |
| Current Month Request for Reimbursement                 |  |  |
| YTD Requests  |  |  |
| YTD Grant Balance                                       |  |  |
| Month This Report Covers                                |  |  |

**Expenditures Information:**

|                                | Prior Month(s)<br>Actual | Current Month<br>Actual | YTD<br>Actual |
|--------------------------------|--------------------------|-------------------------|---------------|
| Personnel Services             | \$ -                     |                         |               |
| Supplies & Materials           | \$ -                     |                         | \$ -          |
| Current Obligations & Services | \$ -                     |                         | \$ -          |
| Fixed Charges & Other Expenses | \$ -                     |                         | \$ -          |
| Capital Outlay                 | \$ -                     |                         | \$ -          |
| <b>Totals</b>                  | \$ -                     | \$ -                    | \$ -          |

**Approvals (Signatures are required of both the Preparer and Reviewer prior to submitting to Guilford County Finance)**

|  |                   |  |
|--|-------------------|--|
| Prepared By (JCPC Program Representative):                       |                   |  |
|  | Print / Signature |  |
|  | Date              |  |
| Reviewed & Approved By (Guilford County Administrative Liaison): |                   |  |
|  | Print / Signature |  |
|  | Date              |  |