



IDJC Grant

Advance Request Tracking

Project Name: _____ **Advance Amount: \$** _____

Advance Amount Remaining: _____ **Q1, Q2, Q3, Q4 (circle one)**

Budget Year Date: _____

Please submit form with all relevant receipts evidencing how Advanced Funds were used to pay for grant allowable expenses. Grantees should be tracking all expenses in an Excel spreadsheet and including that with the transmission of this report and related receipts.

Category:	Advance Request Amount Spent to Date:
Personnel (salary, wages, fringe etc.)	
Consultant/Contract	
Travel	
Equipment (computers, furniture, etc.) / Supplies (paper, pens, PPE supplies, etc.)	
Building (rent, construction, refurbishment, renovation, etc.)	
Other	

Project Director's Signature: _____ Date: _____

Financial Officer's Signature: _____ Date: _____