

FORM C2: VOUCHER SUPPORT for PROJECTS with CASH EXPENDITURES ONLY

Use one form for each group of costs with the same eligibility requirements.

Agreement No.: ___ Recipient: ___ Payment Request No.: ___ Page: ___ of ___

| (1) Element No. | (2) Payee | (3) Item | (4) Invoice Number | (5) Date Cost Incurred | (6) Warrant Number (if any) | (7) Amount of Cash Expenditure |
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| TOTALS BY ELEMENT | | | | | | \$ (8) |

INSTRUCTIONS FOR COMPLETING FORM C2

1. Enter the agreement number, recipient name, payment request number, and page numbers at the top of the form.
2. (Column 1) Enter the element number (as specified in the agreement) to which the cost is to be attributed.
3. (Column 2) List the name of the payee.
4. (Column 3) List the item purchased.
5. (Column 4) Enter the vendor's invoice number.
6. (Column 5) Enter the date that the cost was incurred. NOTE: All costs must be incurred between the effective and expiration dates of the agreement.
7. (Column 6) Enter the number of the warrant used to pay the vendor (if payment has already been made).
8. (Column 7) Enter the amount of the cash expenditure.
9. (Box 8) If only one element is documented on this form, add the entries in column 7 and enter the result in box 8. If more than one element is documented on this form, add the entries in column 7 for each element and circle the total for each element.
10. Enter the total for each element in column 2, Form B2.

FORM C2 - Additional Instructions

Voucher Support for Projects with Cash Expenditures Only

HEADING

In the heading, enter the following:

- * Grant (Agreement) number
- * Recipient name
- * Payment request number
- * Page number (1 of 1, 1 of 2, etc.)

COLUMN (1) ELEMENT NO.

- * List the task number from the grant under which a particular expense is being billed
- * Group all expenses together by task number
ie.: First list all task 1 expenses, then list the task 2 expenses, etc.

COLUMN (2) PAYEE

- * Name of person/company who receives the money

COLUMN (3) ITEM

- * Name/type of service provided or item purchased

COLUMN (4) INVOICE

- * The invoice number on the bill (if any) received from the person/company you are paying

COLUMN (5) DATE COST INCURRED

- * When the expense happened
- * This date must be on or after the start date of the grant but before the expiration date

COLUMN (6) WARRANT # IF ANY

- * Warrant number used to pay the expense
- * Non-governmental grant recipients will use the check number used to pay the expense
- * If cash was used, write the word 'cash' in this space
- * If an expense was incurred during the billing period but no warrant/check has been written to pay the expense, leave blank

COLUMN (7) AMT OF CASH EXPENDITURE

- * Dollar amount (to the penny!) of the expense

BOX (8) TOTALS BY ELEMENT

- * If only one task is listed on the C2 Form, put the total of Column (7) here
- * If more than one task is listed on the C2 Form, total each task separately before listing the next task and leave this space blank