

## **INSTRUCTIONS FOR COMPLETING DETAILED ITEMIZATION FORM EQUIPMENT**

- All items must be completed in order to ensure prompt processing.
- One copy of each Detailed Itemization Form must be submitted with an original signature.
- All expenditures must be allowable as per Appendix B of your contract.
- Reported expenditures must fall within contract period.
- Reported expenses must have been incurred and paid for.
- Reported expenses must not have been claimed on any other grant since duplicate billing is not appropriate.
- All expenses for this grant must have an appropriate and reasonable basis for allocation to this project. The basis for such allocation must be maintained by the grantee for audit purposes.

### ***Section 1 - Grantee Information***

Item 1, 2, 6 & 7 - Obtain the information from the grant award and enter it on the appropriate line.

Item 3 - Enter the reporting period month(s) and year for which the expenditures are submitted. This period must fall within the current contract period.

Item 5 - Current contract period. These are the dates of the current grant award period. If, however, an extension has been granted, then the most recently approved ending date must be entered.

Item 4 - This number is the same as the Fiscal Cost Report number.

### ***Section 2 - Expenditure Information***

Item 8a Contract Budget Line - Look at your approved budget (either in E-Grants or contract) and choose the appropriate line item that corresponds to each item purchased.

Item 8b Items Purchased - Enter a short description of the purchased items as detailed in the Equipment category of Appendix B of your contract.

Item 8c Quantity - Enter the total number of identical items as they appear on the invoice.

Item 8d Date Ordered - Enter the date the merchandise was ordered.

Item 8e Date Received - Enter the date the merchandise was received.

Item 8f Serial No. - Enter the serial number as it appears on each item purchased.

Item 8g Check No. - Enter the check number associated with each expenditure as found in the grantee's check registry. One check may be valid for more than one item or set of items.

Item 8h Payee - Enter the actual name of the payee as it appears on each check.

Item 8i Amount Charged to Federal/State - Amount charged to either Federal/State for the line item.

Item 8j Amount Charged to Match - Amount charged to Match for the line item.

Item 8k NYS MWBE Certification Number - If applicable, enter the NYS MBE or WBE Certification Number of the Minority-Owned or Women-Owned Business.

Item 8l Procurement Method – Circle the applicable method of procurement for each item, whether you purchased the item through a Competitive Bid process (RFP, IFB), ordered off of OGS Contract, received approval for Single/Sole Source, or the item was a Discretionary Purchase\*.

Item 8m Total – Sum of individual Federal/State and Match columns as indicated above. These totals will be carried forward to Column C of the Fiscal Cost Report.

### ***Section 3 – Certification of Form***

Item 9 Signature – This form must be signed by an authorized individual for the grant who is responsible for its accuracy. Signatures must be original. The individual signing should also print their name legibly and include telephone number.

Item 10 – This must be signed to verify that the equipment has been received and the authorized representative is requesting continued use of the equipment.

\* Discretionary Purchase is a procurement that is below established monetary levels that doesn't require the need for a formal competitive procurement process.