

**NAVARRO COLLEGE ADMINISTRATIVE PROCEDURES MANUAL**  
BUSINESS AND SUPPORT SERVICES  
GRANT MANAGEMENT PROCEDURES

**In-Kind/Cash Match Contribution Documentation Form**

**Personnel**

Personnel Name	Activity	Account #	Date	Hours	Total Value
<b>Total for Month</b>					<b>\$</b>

**Signature of Person Completing**

**Report:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Travel**

Date	Personnel Name	Position	Account #	Destination	Total Cost

**Explanation of Travel:**

**Signature of Person Completing**

**Report:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Equipment**

Location	Fixed Asset Tag#	Use	Account #	Description	Total Value

**Explanation of Equipment:**

**Signature of Person Completing**

Approved: 2024

Updated:

Reviewed:

CAI.1

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Report: \_\_\_\_\_ Date: \_\_\_\_\_

**Materials/Supplies**

Date	Description	Account #	Value	Total Cost

Explanation of Material/Supplies:

Signature of Person Completing

Report: \_\_\_\_\_ Date: \_\_\_\_\_

**Consultants/Contracts**

Date	Name	Description of Activity	Number of Days	Daily Rate	Account#	Total Cost

Explanation of Consultants/Contracts:

Signature of Person Completing

Report: \_\_\_\_\_ Date: \_\_\_\_\_