

**\*\*\*\*SAMPLE FORMAT\*\*\*\***  
**In-Kind Contribution Documentation**

Remit to: \_\_\_\_\_  
\_\_\_\_\_  
Michigan Technological University  
1400 Townsend Drive  
Houghton, MI 49931-1295

Sample

RE: MTU Project # \_\_\_\_\_: " \_\_\_\_\_",  
directed by \_\_\_\_\_.

Monthly/Quarterly Expenses From \_\_\_\_\_ To \_\_\_\_\_:

Salaries and Wages:	
Professionals	\$ _____
Technicians	\$ _____
Clerical	\$ _____
Students	\$ _____
Other	\$ _____
Fringe Benefits	\$ _____
Materials and Supplies	\$ _____
Miscellaneous Services	\$ _____
Travel	\$ _____
Equipment	\$ _____
Other Direct Costs	\$ _____
 Total Contribution	 \$ _____

I certify that the expenditures listed above have been incurred as matching contributions for the project specified and these expenditures meet the following criteria:

1. Verifiable in our records;
2. Not committed as match for any other federally-assisted project;
3. Funds are not received from the Federal Government (including federal funds received from non-federal entities); and
4. Incurred during the timeframe specified above.

Authorized Signature & Date:

Printed Name & Title:

Company Name:

Sample

As principal investigator, I certify that the above expenditures:

5. Are necessary and reasonable for the proper and efficient accomplishment of the specified project; and
6. Are allowable under the applicable cost principles and other terms and conditions of the federal award or program.

Principal Investigator Signature & Date: \_\_\_\_\_

*Please forward to Research Accounting*

Sample