***SAMPLE FORMAT***

In-Kind Contribution Documentation

Remit to: ____________________________

Michigan Technological University
1400 Townsend Drive
Houghton, MI 49931-1295

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: ____________________________

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

(01/02)