

**QUARTERLY EXPENSE REPORT  
FY 2015**

IN ORDER FOR FUNDING PAYMENT TO BE MADE, AN EXPENSE REPORT FOR THE PRECEDING PAYMENT PERIOD IS REQUIRED IN THE 708 BOARD OFFICE WITHIN 10 BUSINESS DAYS FOLLOWING THE END OF EACH PAYMENT PERIOD.

First Quarter	Begins December 1, 2014	Ends February 28, 2015	Expense Reports Due by <b>Friday</b> <b>March 13, 2015</b>
Second Quarter	Begins March 1, 2015	Ends May 31, 2015	Expense Reports Due by <b>Friday</b> <b>June 12, 2015</b>
Third Quarter	Begins June 1, 2015	Ends August 31, 2015	Expense Reports Due by <b>Monday</b> <b>September 14, 2015</b>
Fourth Quarter	Begins September 1, 2015	Ends November 30, 2015	Expense Reports Due by <b>Monday</b> <b>December 14, 2015</b>

Name of Funded Agency: \_\_\_\_\_

Contract Number: \_\_\_\_\_ Contract Amount: \_\_\_\_\_

Agency Mailing Address: \_\_\_\_\_

\_\_\_\_\_ Phone: \_\_\_\_\_

Agency Contact Person: \_\_\_\_\_

Contact Person Phone Number / Extension: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date of Completion: \_\_\_\_\_ For Quarter: \_\_\_\_\_

**MAILING ADDRESS: Jackson County 708 Board attn. Renee Schwartz, 1001 Walnut Street, Murphysboro IL 62966**

**If hand-delivering your expense report, the office is located in the Jackson County Board Office on the main floor of the Courthouse. The Security Desk will be happy to direct you.**

Itemized Actual Expenses per Contract Amount**	Amount
Total for Quarter:	

\*\*Amount of expenses reported should be the exact expense amount.

Total expenses previously reported:                   + \_\_\_\_\_  
 (Current Contract ONLY)

TOTAL EXPENSES REPORTED:                                   \_\_\_\_\_

Agency Expense Certification

I hereby certify that the agency expenses listed above meet the current fiscal year 708 Board contract and are proper charges against the Jackson County 708 Board.

By: \_\_\_\_\_ Date: \_\_\_\_\_

708 Board Approval

It is hereby certified that the agency expenses represented in this voucher are authorized and approved.

By: \_\_\_\_\_ Date: \_\_\_\_\_