

Office of Commonwealth Libraries

Grantee: _____
 Grant # (FC or MO): _____ Total Grant Amount: _____
 Project Title: _____
 Completed by: _____ Title: _____
 Telephone: _____ Email: _____

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete and accurate and the expenditures, debursements and csah receipts are for the purpose and objectives set forth in the terms and conditions of the federal award. I am aware that any false, fictitious, or fraudulent information or the omission of any material fact, may subject me to criminal civil or administrative penalties for fraud, false statements, false claims, or otherwise.

Signature: _____ Date: _____

<u>Budget Category</u>	Current Approved Budget	First Quarter (Actual Expenditures)	Second Quarter (Actual Expenditures)	Third Quarter (Actual Expenditures)	Final	Balance (Unexpended Funds)
<i>Salaries/Wages/Benefits</i>						
<i>Consulting Fees</i>						
<i>Travel (at state rate)</i>						
<i>Supplies/Materials</i>						
<i>Equipment</i>						
<i>Services</i>						
<i>Indirect Costs</i>						
Grant Totals						
Cash Match						
In-Kind						
Project Totals						

Electronically submit LSTA Report to: ra-lsta@pa.gov

Please put LSTA Quarterly Report **OR** Final Report respectively, followed by the Grant Number in the subect line.

Mail signed reports to: Pennsylvania Department of Education
 Office of Commonwealth Libraries
 ATTN: LSTA
 607 South Drive
 Harrisburg, PA 17120-0600

Failure to submit these reports timely could have an effect on the final grant payment.

Office of Commonwealth Libraries

Please enter the LSTA, Cash Match and In-Kind amount for this quarter. The Total column will auto calculate.
In addition, a description for each expenditure for this quarter is required.

Budget Category	LSTA	Cash Match	In-Kind	Total	
Salaries/Wages/Benefits					
<i>Description:</i>					
Consulting Fees					
<i>Description:</i>					
Travel (at state rate)					
<i>Description:</i>					
Supplies/Materials					
<i>Description:</i>					
Equipment (>\$5,000 per unit)					
<i>Description:</i>					
Services					
<i>Description:</i>					