Monthly Reporting Form

Alaska Plant Materials Center
5310 S. Bodenburg Spur Rd.
Palmer, AK 99645
P 907.745.4469/f 907.746.1568

Rural Village Seed Production Project

Cooperator: _____

Address: _____

_____

Phone: _____ Fax: _____ email: _____

Instructions: Please insert the appropriate information on this form. Please be sure to itemize all purchases. When complete, please email back to your representative. You will need to either scan receipts and email them to us or copy and mail them via the post office. Please be sure to forward all back-up paperwork within five days of submitting this form.

Reporting Period: _____

	Equipment and Supplies **(List all equipment and supplies for the month; include shipping.)**	
Date	**Item**	**Amount**
	Total	

	Personnel Costs (before deductions)		
Date	**Job Title**	**Hours Worked**	**Amount**
	Total		

Total expenses for the month: $ _____

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Description of Project Activities