

**GOVERNOR'S OFFICE OF HIGHWAY SAFETY (GOHS)  
Report of Costs Incurred (RCI)**

*Please refer to "Instructions Tab" for completion guidelines and documentation requirements.*

<b>Grantee Name:</b>	Sample Agency Sheriff's Office	<b>GOHS PROJECT COORDINATOR:</b>	Jane Brown
<b>Grantee Remit to Address:</b>	1234 E. Main Street, Mesa, AZ 85204		
<b>Preparer's Email:</b>	<a href="mailto:john.doe@myagency.gov">john.doe@myagency.gov</a>	<b>RCI (Claim) No.</b>	2017-02
<b>Federal ID No.:</b>	12-0000011		
<b>DUNS Number:</b>	123456789	<b>ORIGINAL GRANT AMOUNT:</b>	\$ 7,000.00
<b>GOHS Contract No.:</b>	2017-AL-001	<b>CHANGE ORDER AMOUNT:</b>	\$ 1,676.44
<b>Time Period Covered:</b>	01/01/17-03/31/2017	<b>TOTAL GRANT AMOUNT:</b>	\$ 8,676.44

CATEGORY / TYPE	CURRENT CLAIMED EXPENDITURES	CLAIMED EXPENDITURES YR TO DATE	TOTAL CLAIMED EXPENDITURES YR TO DATE	GRANT BUDGET AMOUNT	GRANT AMOUNT REMAINING
Personnel Services	\$ 1,109.15	\$ 3,643.73	\$ 4,752.88	\$ 4,790.00	\$ 37.12
Employee Related Expenses RCI ERE: 34.42%	\$ 381.75	\$ 1,170.37	\$ 1,552.12	\$ 1,860.00	\$ 307.88
Professional & Outside Services	\$ -	\$ -	\$ -	\$ -	\$ -
Travel In-State	\$ -	\$ -	\$ -	\$ -	\$ -
Travel Out-of-State	\$ -	\$ -	\$ -	\$ -	\$ -
Materials & Supplies	\$ 350.44	\$ 1,676.00	\$ 2,026.44	\$ 2,026.44	\$ -
Capital Equipment Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTALS</b>	\$ 1,841.34	\$ 6,490.10	\$ 8,331.44	\$ 8,676.44	\$ 345.00

The undersigned hereby certify that the listed materials and/or services have been received, that the costs are true and valid, and that proper documentation for receipt and payment is attached.

John Doe		
<b>Signature of Preparer</b>	<b>Printed Name</b>	<b>Date</b>
<b>Agency Telephone Number</b>	(123) 555-6789	
<b>Agency Fax Number</b>	(987) 654-3210	
	Robert Smith	04/01/17
<b>Project Director / Authorized Agency Official</b>	<b>Printed Name</b>	<b>Date</b>

**FOR GOHS USE - DO NOT WRITE BELOW**

Logged In - Initial/Date: \_\_\_\_\_

Project Coordinator -  
Initial/Date: \_\_\_\_\_

*For reimbursement, submit this completed and properly signed form along with supporting documentation to Governor's Office of Highway Safety (GOHS), 1700 W. Washington St., Executive Tower, Suite 430, Phoenix, AZ, 85007. Questions should be directed to GOHS at (602) 255-3216 Toll Free 1-877-355-3216*