



2009-2010 Arkansas Better Chance Program Start-Up Classroom Funds Expense Report

Instructions:

1. Complete the information below in full.
2. Start-up funds may be used for classroom set up expenses (supplies) ONLY and should not be used for renovations or construction.
3. Be sure to itemize all expenses for which start-up money paid for.
4. Check receipts to make sure the expense is clear and specific.
5. Attach receipts/invoices for all expenses.
6. Add any additional explanations in the space provided.
7. Submit by mail to your financial specialist (Nancy Pearlstein or Kathy Miles), c/o DCC-ECE, P.O. Box 1437, Slot S-160, Little Rock, AR 72203. Reporting form must be received by July 31, 2009.

Name of Program _____

Contact/Title _____

Address _____

City _____ **Zip** _____ **Phone** _____

Total Amount of Start-Up Funds for Agency Received: \$

ITEM/EXPENSE	AMOUNT	EXPLANATION

I hereby state and certify that the ABC Start Up Funds Expense Report as submitted is true and correct. I understand that the program will be required to repay any funds not expended for goods and services deemed inappropriate by the Division of Child Care and Early Childhood Education.

SIGNATURE	PRINT NAME
TITLE	DATE