

# Nonprofit Infrastructure Grant Reporting

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## Large Expense Form

**When to use this form:** This form must be completed for each expense over \$10,000 claimed in your quarterly report. This includes cumulative purchases to any single vendor that total over \$10,000 within the same calendar year (you are only required to fill this out once per vendor/per year).

**Nonprofit Awardee Organization:**

**Quarterly Report Period(s):**

Vendor Name:

Purchase Amount: \$

Date of Purchase:

Description of Purchase:

Justification for Purchase:

- Did you receive more than 1 quote for this service, yes or no? If yes, please describe the quotes received.

- If no, please describe your selection process for choosing this service or good?

Certification:

➤ Signature:

➤ Date:

➤ Name/Title: