

Instructions for Used Tire Management Marketing and Incentive Grant Quarterly Worksheet

Choose from the drop down menu the name of district. Check the box that applies to the quarter that covers this quarterly worksheet. Enter the amount of grant awarded.

Expenses for Quarter:

- a. Enter the administration expenses for the quarter;
- b. Enter the equipment purchases expenses for the quarter;
- c. Enter any contractual services expenses for the quarter;
- d. Enter any personnel expenses for the quarter;
- e. Enter any vehicle expenses for the quarter; and
- f. The total expenses for the quarter will automatically configure based on the information that was entered in a.-e.

Check box after attaching documentation of receipts and expenditures for the quarter per Reg. 36.

Certification

This section serves as certification that everything entered in the application is true and correct. The authorized agent needs to sign his/her name, print or type name and title, and date this section.