

**Joint Admission Medical Program
FY 2023 Expenditure Report
Undergraduate Institutions**

Institution _____

Date _____

Income	
FY 2023 Distribution	
Total	
Expenses	
Salaries – Professional/Administrative	
Salaries – Faculty	
Salaries - Classified	
Wages – Students	
Other Personnel Costs/Contract Services*	
Fringe Benefits	
Maintenance and Operation	
Equipment Purchases ¹	
Capital Purchases ²	
Travel ³	
Other (must specify) ^{4*}	
Total Expenses for FY2023	
Unspent Balance	

The expenditure report for FY 2023 is due no later than October 31, 2023.

- A copy of your institution’s monthly statement of accounts for JAMP funds as of August 31, 2023, must be provided with this report.
- All funds encumbered under the agreement must be expended before September 30, 2023.
- All unspent funds must be returned. Once we receive your expenditure report, we will send you an invoice with ACH or wire instructions to return all unspent funds.

Certification: By signing this document, I certify, to the best of my knowledge and belief, that this report is correct and that all outlays and unliquidated obligations are for the purpose set forth in the Agreement executed with the JAMP Council.

Signature Required

Date

Print Name

Title

Email address

Telephone Number

The signature required must be the institution’s officer responsible for accountability of JAMP funds. This may be a vice president, controller, director or manager of contract and grants, or other business officer directly responsible for funds.

¹ JAMP requires a list of all equipment purchases with a value of \$250 or higher.
² JAMP defines capital expenditures as items of physical improvement, i.e. classroom, resource room, labs.
³ Travel related expenditures should be for the enhancement of the program and be incurred by JAMP participants and or program facilitators. No JAMP funds may be used for out of state travel, with the exception of the regional and national Advisors for the Health Professions meeting.
⁴ The category “Other” is to be used when no other category applies. Information must be provided to identify expenditure(s).
 * A detailed explanation of expenditures is required for funds listed in this category.