

**GRANT BUDGET SHEETS  
COVER SHEET**

DEPARTMENT HEAD:
CATEGORY:
EXECUTIVE OFFICER IN CHARGE:
FUNDING SOURCE:
GRANT AGENCY:
GRANT PERIOD: DD/MM/YY
GRANT MANAGER:
GRANT DIRECTOR:

**DEPT. # 50-**

**DEPT. # 20-**

**GRANT NAME:**

**CFDA #:**

**REVENUE**

CODE #S	OBJECT CODE TITLES	REVENUE \$
413560	Federal - grants/contracts	
416561	State of NJ - grants/contracts	
419562	Local - grants/contracts	
422563	Private gifts/grants/contracts	
423564	BCC Match	
425540	Miscellaneous Income	
	<b>TOTAL REVENUE</b>	\$ -

**BEFORE SUBMITTING ALL INTERIM OR FINAL FINANCIAL REPORTS, TO THE GRANTING AGENCY/CONTRACTOR, IT MUST BE SUBMITTED TO BCC'S GRANT ACCOUNTANT FOR REVIEW, A MINIMUM OF 5 WORKING DAYS PRIOR TO DUE DATE LISTED BELOW.**

Signature of Grant Manager \_\_\_\_\_

Signature of Grant Manager \_\_\_\_\_

**PLEASE INDICATE FINANCIAL REPORT DUE DATES**

	Due Date		Due Date
<b>JULY</b>		<b>JANUARY</b>	
<b>AUGUST</b>		<b>FEBRUARY</b>	
<b>SEPTEMBER</b>		<b>MARCH</b>	
<b>OCTOBER</b>		<b>APRIL</b>	
<b>NOVEMBER</b>		<b>MAY</b>	
<b>DECEMBER</b>		<b>JUNE</b>	

Name of persons authorized to enter P.O.'s in Datatel \_\_\_\_\_

**BUDGET APPROVAL SIGNATURES** **DATE**

**DEPARTMENT HEAD**  
print name Dr. William J. Yakowicz, Director of Grants **DATE**

**EXECUTIVE OFFICER**  
print name \_\_\_\_\_ **DATE**

**CABINET OFFICER**  
print name \_\_\_\_\_ **DATE**

**GRANT BUDGET SHEETS  
OBJECT CODES**

DEPT. # 50-  
DEPT. # 20-

GRANT NAME:

OBJECT CODE	OBJECT CODE TITLES	AMOUNT
607504	Books & Subscriptions	
607795	Community Advisory Board	
607561	Computer Software	
<b>604301*</b>	Computers (\$2,500 and over)	
<b>605301*</b>	Computers (\$1,000 to \$2,499) tagged non-capital	
607777	Consultants	
607605	Consumable Material	
604238	Construction Contracts	
607550	Contracted Services	
<b>604217*</b>	Equipment (\$2,500 & over)(Equip. NOT given its own object code)*	
<b>605203*</b>	Equipment (\$1,000 to \$2,499) tagged non-capital*	
607611	Equipment & Furnishings (minor) (under \$1,000) not tagged	
607741	Fringe Benefits	
<b>604201*</b>	Furniture (\$2,500 and over)*	
<b>605201*</b>	Furniture (\$1,000 to \$2,499) tagged non-capital*	
607501	Honoraria	
607761	Indirect Costs include % percentage to calculate _____	
607509	Instructional Supplies	
607511	Maintenance & Repairs	
607630	Meetings on Campus	
607502	Memberships	
607582	Miscellaneous	
607505	Office Supplies	
607606	Other Services	
607580	Postage	
<b>604302*</b>	Printers (\$2,500 and over)*	
<b>605302*</b>	Printers (\$1,000 to \$2,499) tagged non-capital*	
607508	Printing	
607572	Public Relations & Advertising	
601110	Salary Administrative	
601130	Salary Clerical	
601120	Salary Faculty	
601150	Salary Other	
601153	Salary Stipends	
601160	Salary Tutors/aides - Students	
601170	Salary Tutors - Professional	
607584	Telephone	
607544	Textbook & Publications	
607554	Testing/Guidance Materials	
607503	Travel & Conferences	
607706	Tuition Refund	

**\*\*\*If additional object codes are required, please contact Accounting at ext. 7949.**

	TOTAL EXPENSES	\$ -
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\* Do we retain title to equipment? YES/NO\_\_\_\_\_. If no, please specify why we do not.

**CAPITAL ITEMS \$1,000 PER ITEM OR MORE MUST BE CODED (20) INSTEAD OF (50) FIRST 2 NUMBERS OF ACCT'G CODE.**

**GRANT BUDGET SHEET  
GRANT SALARY ANALYSIS**

**DEPT. # 50-**

**GRANT NAME:**

OBJECT CODE	% OF FRINGE BENEFITS ON THIS SALARY	SEMESTER	*INLOAD OR OVERLOAD	# of * HRS	PERSON'S NAME	TOTAL SALARY PER PERSON	TOTAL SALARY BUDGET
601110							
SALARY ADMINISTRATIVE						(601110)	\$ -
601120							
SALARY FACULTY						(601120)	\$ -
601130							
SALARY CLERICAL						(601130)	\$ -
601150							
SALARY OTHER						(601150)	\$ -
601153							
SALARY STIPENDS						(601153)	\$ -

TOTALS DOLLAR AMOUNT FOR EACH OBJECT CODE SHOULD BE THE SAME AMOUNT AS LISTED ON PAGE 1 FOR CORRESPONDING OBJECT CODE.

**\*MUST FILL IN IF SALARLY IS INLOAD OR OVERLOAD AND THE AMOUNT OF HOURS ASSIGNED TO GRANT FOR EACH SEMESTER!**