Request for Reimbursement - Income Report Tab Instructions

The "Income Report" tab is where programs list the match income that they are using for the reimbursement period, regardless of when the matching income was received by the organization.

The total match amount on the Income Report tab should equal the Grantee Match Grand Total amount in on the Ledger Reconciliation tab and the match amount listed in IPT.

Please provide the following information for each match source listed on the Income Report tab.

Match Source
Source of income (i.e., U.S. Department of Education, US Department of Agriculture, State of Utah Department of Health and Human Services, The Bill and Melinda Gates Foundation, if source is a private doner, list the name of the doner).
- Do not use acronyms.
- Do not list your organization unless the funds were raised through fundraising activities. If this is the case then, please make a note of this in the description section.

Source Type
Using the dropdown menu, indicate the source type (Foundation, Government, Business/Corporation, Individual Doner or Other) If using other, please provide a brief description of the income source in the description section.

Federal / Non-Federal
Using the drop-down menu, indicate if the income source is federal or non-federal

Federal Grant # - Provide the federal grant number, if applicable.

CFDA #
If the match source is a federal award, provide the Catalog of Federal Domestic Assistance (CFDA) number. A CFDA number (https://sam.gov/content/assistance-listings) is a number assigned in the awarding document of most grants and cooperative agreements funded by the Federal government. Each CFDA number contains five digits and appears in the following format: ##.### (e.g., 10.001 or 98.102)

Amount
Amount of grant fund expended **during this period** from the match source.

Cash / In-Kind
Using the drop-down menu, select whether the income type is an in-kind donation or cash.

Description
Provide a brief description of the income source.