

**Joint Admission Medical Program  
FY 2023 Expenditure Report  
Medical Schools Administrative Distribution**

Institution \_\_\_\_\_ Date \_\_\_\_\_

|   |  |
|---|--|
| Income  |  |
| FY2023 Distribution                               |  |
|   |  |
| Total   |  |
| Expenses  |  |
| Salaries – Professional/Administrative            |  |
| Salaries – Faculty                                |  |
| Salaries - Classified                             |  |
| Wages – Students                                  |  |
| Other Personnel Costs/Contract Services*          |  |
| Fringe Benefits                                   |  |
| Maintenance and Operation                         |  |
| Equipment Purchases <sup>1</sup>                  |  |
| Capital Purchases <sup>2</sup>                    |  |
| Travel <sup>3</sup>                               |  |
| Other (must specify) <sup>4*</sup>                |  |
|   |  |
|   |  |
| Total Expenses for FY 2023                        |  |
| Unspent funds not reported from past fiscal years |  |
|   |  |
|   |  |
| Unspent funds not reported                        |  |
| 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.

\_\_\_\_\_  
JAMP Council Member Signature Date

\_\_\_\_\_  
JAMP Council Member (print name)

\_\_\_\_\_  
Second Signer (signature required) Date

\_\_\_\_\_  
Second Signer (print name and title)

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.

<sup>1</sup> JAMP requires a list of all equipment purchases with a value of \$250 or higher.  
<sup>2</sup> JAMP defines capital expenditures as items of physical improvement, i.e. classroom, resource room, labs.  
<sup>3</sup> Travel using JAMP funds should be for the enhancement of the program and be incurred by JAMP participants and or program facilitators. <sup>4</sup> 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.