You have been supplied with a spreadsheet with ten (10) vendor purchase charts. Please complete a purchase chart for each vendor, unless the number of items exceeds the allowable rows in a purchase chart, and combine quantities of exact items. *The last three columns are for WVECTCR use only.*

The document is password protected, thus you are restricted from adding or deleting rows and columns as well as changing formulas.

Grant:							
Vendor	Item	Allocated Quantity	Allocated Cost	Allocated Total	Actual Quantity	Actual Cost	Actual Total
				$ -			$ -
				$ -			$ -
				$ -			$ -
				$ -			$ -
				$ -			$ -
				$ -			$ -
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				$ -			$ -
				$ -			$ -
				$ -			$ -
				$ -			$ -
			Vendor Subtotal	$ -		Vendor Subtotal	$ -
			Shipping			Shipping	
			Discount			Discount	
			Grand Total	$ -		Grand Total	$ -

1. **Enter grant name on each purchase chart used.**
2. **Enter the vendor name on each purchase chart used *(it is not necessary to enter the vendor name on every line)*.**
    - *Use only one chart per vendor, unless items exceed allowable rows.*
3. **Enter the item(s) description (i.e. infant/toddler table).**
4. **Enter the quantity (combine quantities of exact items).**
    - *The spreadsheet will auto-calculate the allocated total based on quantity and cost.*
5. **Enter shipping costs (if known).**
    - *The spreadsheet will auto-calculate the shipping in the grand total.*
6. **Enter discounts (if known).**
    - *The spreadsheet will auto-calculate the discount in the grand total.*

Once you have finished creating your purchase charts, save the document as “GrantName_Year_Purchase Chart” and submit with completed Grant Support Application.