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:							
		Allocated	Allocated	Allocated	Actual		
<u>Vendor</u>	<u>ltem</u>	Quantity	Cost	<u>Total</u>	Quantity	Actual Cost	Actual Total
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				\$ -			\$ -
				\$ -			\$ -
		Vendor Subtotal		\$ -	Ve	ndor Subtotal	\$ -
		Shipping		*	Shipping		7
		Discount			Discount		

- 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.