**Extension Grant Form 3 (Nov 2017)**

*Submit together with E.G. Form 3-B and E.G. Form 3-C*

**FUND UTILIZATION REPORT**

This is to certify that the funds in the amount of Php \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ granted to:

PROJECT TITLE:

PROJECT LEADER/GRANTEE:

Project No.:

Duration: From \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (with extension up to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

were used solely for the implementation of the project. The project expenses are summarized below:

|  |  |  |  |
| --- | --- | --- | --- |
| **Line Item**  **(Choose relevant items)** | **Particulars** | **Approved Budget** | **Actual Expenses** |
| Transportation/Travel Expenses |  |  |  |
| Supplies and Materials |  |  |  |
| Meals/Food |  |  |  |
| Sundry |  |  |  |
| Honorarium for Non-UP Project Personnel |  |  |  |
| **GRAND TOTAL** |  |  |  |

[In case there are budgetary revisions] The budgetary revisions were due to

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

This is to further attest that the above are true and correct.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(NAME AND SIGNATURE OF GRANTEE) Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Grantee’s position and rank)**

**(Grantee’s Dept./Inst./Unit, College or Office)**

**ACKNOWLEDGEMENT**

REPUBLIC OF THE PHILIPPINES)

QUEZON CITY ) s.s.

BEFORE ME, this \_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ personally appeared **(NAME OF PROJECT LEADER)** with (Type of Gov’t-Issued ID) # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, known to me to be the same person who executed the foregoing FUND UTILIZATION REPORT, and s/he acknowledged to me the same in his/her free and voluntary act and deed.

Doc. No. \_\_\_\_\_;

Page No. \_\_\_\_\_;

Book No. \_\_\_\_\_;

Series of 20\_\_\_\_.