



**Timesheet to Document Federal Cost Share/In-Kind Match
2008-2009 School Year
Administration**

School/Organization: _____

Name of Employee: _____

Title: _____

% of time spent on other school activities: _____ %

	Month	% of time spent on GEAR UP program (i.e., enter .05 = 5.00%)	Monthly Salary	GEAR UP* In-Kind Wages	Monthly Benefits	GEAR UP* In-Kind Benefits	Total Monthly Match
1	Sept.		\$		\$		\$
2	Oct.		\$		\$		\$
3	Nov.		\$		\$		\$
4	Dec.		\$		\$		\$
5	Jan.		\$		\$		\$
6	Feb.		\$		\$		\$
7	Mar		\$		\$		\$
8	Apr		\$		\$		\$
9	May		\$		\$		\$
10	Jun		\$		\$		\$
11	Jul		\$		\$		\$
12	Aug		\$		\$		\$
			\$		\$		\$

Employee's signature

Supervisor's signature