



## Endowment Project Quarterly Report

*(Project Name)* Quarterly Report                      Organization \_\_\_\_\_

Please provide bills/proof of payment for any purchases over \$100.00 and bills/proof of payment from approved vendor for work that has been completed during the quarter.

### Report Contact Information

Name

Email

Phone

Status of Project (Include any issues or delays encountered):

Upcoming Project Tasks

Completed Project Tasks

Endowment Grant \$ \_\_\_\_\_ Paid to date \$ \_\_\_\_\_ Balance \$ \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_