

Final Report Due Upon EXHIBITION at the Capitol

Congratulations on your exhibit at the Oregon State Capitol! We are so happy to have helped support your exhibit and have it displayed at your capitol. As per the sponsorship agreement we need an accounting of expenses related to the exhibit to fulfill the requirements of the sponsorship. This is the same grid as in the application packet at the start of this process. Please update the grid below to show ACTUAL EXPENSES and just check off the RECEIPTS SUBMITTED column when you have your paperwork organized.

Please submit this form by uploading it on the Reconciliation Report link on our website. If you are unable to upload documents to our website, please mail to: Oregon State Capitol, Visitor Services/EXHIBITS, 900 Court Street NE, Salem, OR 97301, or email complete package to capitol.events@oregonlegislature.gov.

Budget Category	Museum/Heritage Site Funds & Contributed Goods & Services	Sponsorship Funds Requested	ACTUAL EXPENSES	RECEIPTS SUBMITTED
Professional Contractor or Consultant				
Volunteer Time (based on Federal Reimbursement Guidelines)				
Employee				



Travel (based on Federal Reimbursement Guidelines)				
Exhibit Transportation Expense				
Materials & Equipment				
Printing, Publication Design, etc.				
Other (please specify)				
		TOTAL:		

Signature of Authorized Museum Representative

Date