



COLORADO JUDICIAL DEPARTMENT

EXAMPLES: PAYMENT REQUEST SUMMARY LIST OF EXPENSES

The format can vary but must include all fields in the examples below

You can use the Excel Template for Summary List of Expenses available [here](#) under Business Resources (on the right)

Personnel Summary

Type*	Check/ Payment date	Pay Period Begin Date	Pay Period End Date	Employee Name	Total Hours	Grant Hours	Grant Hours % of Total	Payrate	Total Salary	Grant Salary	Total Fringe Benefits	Grant Fringe Benefits	SUM Grant Amount
Attorney	8/10/23	7/1/23	7/31/23	Cathy Smith	160.00	40.00	25.00%	\$50.00	\$8,000	\$2,000	\$1,600	\$400	\$2,400
Attorney	8/10/23	7/1/23	7/31/23	Ellen Jones	100.00	15.00	15.00%	\$45.00	\$4,500	\$675	\$900	\$135	\$810
Attorney	8/10/23	7/1/23	7/31/23	Maria Garcia	160.00	80.00	50.00%	\$50.00	\$8,000	\$4,000	\$1,600	\$800	\$4,800
Attorney	8/10/23	7/1/23	7/31/23	Bob Rogers	80.00	80.00	100.00%	\$45.00	\$3,600	\$3,600	\$720	\$720	\$4,320
Non-Attorney	8/10/23	7/1/23	7/31/23	Joe Miller	120.00	40.00	33.33%	\$25.00	\$3,000	\$1,000	\$600	\$200	\$1,200
TOTAL					620.00	255.00			\$27,100	\$11,275	\$5,420	\$2,255	\$13,530

Non-personnel Summary

Type*	Check/ Payment Date	Invoice #	Invoice Date	Vendor Name	Total Amount	Grant % of Total	Grant Amount	Description
Contracted Svc - Attorney	7/25/23	2507	7/15/23	Connie Brown	\$2,000	100.00%	\$2,000	Contracted legal services
Contracted Svc - Attorney	7/25/23	7102023	7/10/23	Pro Bono Lawyers	\$1,600	50.00%	\$800	Contracted legal services
Supplies	7/25/23	1817	7/20/23	Speedy Print	\$150	100.00%	\$150	Program flyers
					\$3,750.00		\$2,950	