



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 | |