

Exhibit O
Incidental Expense Fund Invoice and Expenditure Log

- a. The Provider agrees to use incidental funds allocated under this contract for housing, medication and other emergency expenses for indigent clients.
- b. The Provider agrees to keep in the clients' file a record of all client expenses charged against the funds.
- c. The Provider shall keep a record to log all incidental funds expenditures as specified in **Exhibit O**, Incidental Expense Fund Invoice and Expenditure Log.
- d. The Provider shall submit as back up to the monthly invoice an expenditure report as specified in **Exhibit O**, Incidental Expense Fund Invoice and Expenditure Log.
- e. The ME reserves the right to reduce the contract amount by the incidental funds projected surplus.

Incidental Expense Fund Invoice and Expenditure							
Reporting Month: _____							
Provider: _____				Contract No. _____		Cost Center: _____	
Amount Allocated: _____				Amount Remaining: _____			
Recipient Name & ID #	Program	Civil or Forensic	Description of Expenses	Requisition Date	Status (Date request approved/pending/denied) Staff name & Title	Amount	Check # & Disbursement Date
Total Amount for Housing \$ _____						Total	\$ _____ -
Total Amount for Medication \$ _____							
Total Amount for Emergency Expenses \$ _____							