

<b>2017 PUMPOUT OPERATIONS &amp; MAINTENANCE GRANT WORKSHEET</b>
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Marina Name: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Total # of pumpouts:  Estimated gallons pumped:

<b>1) PUMPOUT EXPENSES:</b>			
Line 1)	Pumpout Usage Logs	\$ _____	\$100 if submitting
Line 2)	Salary for paid staff that performed pumpouts (\$2.50 X pumpouts)	\$ _____	
Line 3)	Salary for paid staff that performed pumpout maintenance (\$15 hourly X hours)	\$ _____	<b>NOT TO EXCEED \$500</b>
Line 4)	Additional eligible pumpout expenses	\$ _____	
<b>TOTAL EXPENSES:</b>		<b>\$</b> <input style="width: 150px; height: 20px;" type="text"/>	
<b>2) PUMPOUT INCOME</b>			
	(If boaters are charged a pumpout fee)	<b>\$</b> <input style="width: 150px; height: 20px;" type="text"/>	
<b>3) AMOUNT REQUESTED</b>			
	(Eligible expenses <i>minus</i> pumpout income)	<b>\$</b> <input style="width: 150px; height: 20px;" type="text"/>	

<b>PROPER DOCUMENTATION</b>										
<i>Instructions:</i> Initial to confirm all proper documentation and required attachments are enclosed for each of the above line items.										
<p><b>PROOF OF PAYMENT:</b> Acceptable proof of payment includes: copies of <i>canceled</i> checks (electronic or hard copies); statement from a vendor showing payment has been applied and a zero balance; a receipt signed and dated by <i>an authorized vendor representative (not marina staff) indicating full payment was received</i>; credit card statements; and store receipts showing payment method.</p> <p><b>Materials used from marina's stock (e.g. antifreeze, parts):</b> The Maryland Department of Natural Resources will not pay retail mark up or tax to the marina. We will reimburse at cost. Be sure to provide proper receipts and proof of payment for items used from your stock showing <i>your cost</i>.</p>	<p><b>REQUIRED ATTACHMENTS:</b></p> <p>Line 1) Pumpout logs</p> <p>Line 2) Paid staff full name(s)</p> <p>Line 3) Paid staff full name(s) Pumpout maintenance dates Pumpout maintenance hours</p> <p>Pumpout maintenance scope of work</p> <p>Line 4) Eligible expenses receipts/ invoices</p> <p>Proof of payment for the invoices</p>	<p><u>Initial</u></p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr><td style="height: 20px;"> </td></tr> <tr><td style="height: 20px;"> </td></tr> <tr><td style="height: 20px;"> </td></tr> <tr><td style="height: 20px;"> </td></tr> <tr><td style="height: 20px;"> </td></tr> <tr><td style="height: 20px;"> </td></tr> <tr><td style="height: 20px;"> </td></tr> <tr><td style="height: 20px;"> </td></tr> </table>								