


# Robotics League Grant Post Conference Expense Reporting

Step 3: PI-2774 Form found at  
<https://dpi.wi.gov/stem/grants/robotic-league>

 <b>Wisconsin Department of Public Instruction ROBOTICS LEAGUE PARTICIPATION GRANT POST-CONFERENCE EXPENSE REPORTING PI-2774 (Rev. 03-21)</b>		<b>INSTRUCTIONS:</b> After eligible robotics team has completed competition, complete this form and submit with receipts and business documentation. If a school district, a printed or the general ledger will be sufficient. Email this form along with the scanned receipts and business documentation by <b>SEPTEMBER 30</b> to: <a href="mailto:robotics@dpi.wi.gov">robotics@dpi.wi.gov</a>
<small>All non-based private education programs and other organizations who are grant recipients are required to file and submit with this expense reporting form a federal 990 Request for Identification Number and Certification form. This form is available on the IRS website at: <a href="https://www.irs.gov/pub/irs-soi/1999/990.pdf">https://www.irs.gov/pub/irs-soi/1999/990.pdf</a>.</small>		
<b>I. GENERAL INFORMATION</b>		
Name of School District, Private School, Charter School, Home-based Private Education Program, or Other Organization		Robotics Funds Requested <i>NOT to exceed award amount</i>
Contact Person's Name First and Last		Contact Person's E-Mail Address
Contact Person's Telephone Area No.	Grant Period From 11/1/2020 To 06/30/2021	
<b>II. MENTOR / TEAM INFORMATION</b>		
<small>Provide the name of the team mentor, the team name, and current grade levels for the robotics team members that plan to compete in the robotic competition hosted by a 501(c)(3) nonprofit organization.</small>		
Robotics Team Mentor Name First and Last	Team Status <input type="checkbox"/> New team this year <input type="checkbox"/> Existing team	
Name of Team Same as application	Grade Levels on Your Team Check all that apply <input type="checkbox"/> 12 <input type="checkbox"/> 11 <input type="checkbox"/> 10 <input type="checkbox"/> 9 <input type="checkbox"/> 8 <input type="checkbox"/> 7 <input type="checkbox"/> 6	
<input type="checkbox"/> I HEREBY CERTIFY that no members of this team are below these grade levels permitted by state statute. According to s. 115.45 Wis. Stats., only students in grades 6-12 are eligible.		
Competition(s) Completed in Virtual or in-Person		Date(s) Mo./Day/Yr.



# Section I: General Information



Wisconsin Department of Public Instruction  
**ROBOTICS LEAGUE PARTICIPATION GRANT  
POST-CONFERENCE EXPENSE REPORTING**  
PI-2774 (Rev. 02-22)

**INSTRUCTIONS:** After eligible robotics team has completed competition, complete this form and submit with receipts and business documentation. If a school district, a printout of the general ledger will be sufficient. Email this form along with the **scanned receipts and business documentation** by **SEPTEMBER 30** to:

[robotics@dpi.wi.gov](mailto:robotics@dpi.wi.gov)

All home-based private education programs and other organizations who are grant recipients are required to fill out and submit with this expense reporting form, a federal W-9 Request for Identification Number and Certification form. This form is available on the IRS website at: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>.

## I. GENERAL INFORMATION

Name of School District, Private School, Charter School, Home-based Private Education Program, or Other Organizations

Robotics Funds Requested  
*Not to exceed award amount*

Contact Person's Name *First and Last*

Contact Person's E-Mail Address

Contact Person's Telephone *Area/No.*

Grant Period

From

To

7/1/2021

6/30/2022



# Section II: Mentor / Team Information

II. MENTOR / TEAM INFORMATION	
Provide the name of the team mentor, the team name, and current grade levels for the robotics team members that plan to compete in the robotic competition hosted by a 501(c)3 nonprofit organization.	
Robotics Team Mentor Name <i>First and Last</i> <input type="text"/>	Team Status <input type="checkbox"/> New team this year <input type="checkbox"/> Existing team
Name of Team <i>Same as application</i> <input type="text"/>	Grade Levels on Your Team <i>Check all that apply</i> <input type="checkbox"/> 12 <input type="checkbox"/> 11 <input type="checkbox"/> 10 <input type="checkbox"/> 9 <input type="checkbox"/> 8 <input type="checkbox"/> 7 <input type="checkbox"/> 6
<input type="checkbox"/> <b>I HEREBY CERTIFY</b> that no members of this team are below these grade levels permitted by state statute. According to s. 115.45 Wis. Stats., only students in grades 6-12 are eligible.	
Name of Virtual or In-Person Competition(s) <input type="text"/>	Date(s) <i>Mo./Day/Yr.</i> <input type="text"/>



# Section III: Cost Summary

III. COST SUMMARY			
<ul style="list-style-type: none"> <li>• In column 1—<b>Robotics Funds Requested</b>, list all of the expenditures on which grant funds were used. This should total the amount awarded (or less, if not all funds were used).</li> <li>• In column 2—<b>100% Dollar Match</b>, list all of the expenditures on which other funds (from the district, other grants, etc.) were used. These expenditures might be in the same or different rows and should total at least the same amount as column 1 expenditures.</li> <li>• In column 3—<b>Total Costs</b>, you will see the total expenses automatically calculated from the first two columns.</li> <li>• You must include itemized receipts or business ledger documentation from 7/1/21 – 6/30/22 for all expenses noted in columns 1 and 2.</li> </ul>			
Object	Column 1 Robotics Funds Requested	Column 2 100% Dollar Match	Column 3 Total Costs = Robotics Funds Requested + 100% Dollar Match Total Costs
Robotics Fee Required			\$ 0.00
Robotic Kits Required			\$ 0.00
Robotic Supplies Required			\$ 0.00
Travel Expenses			\$ 0.00
Mentor Stipend <i>Specify Recipient:</i>			\$ 0.00
<b>TOTAL</b>	\$ 0.00	\$ 0.00	\$ 0.00
I have included receipts and/or itemized business ledgers for the grant and match expenses noted above. <input type="checkbox"/> Yes			



# Section III: Cost Summary

## III. COST SUMMARY

- In column 1—**Robotics Funds Requested**, list all of the expenditures on which grant funds were used. This should total the amount awarded (or less, if not all funds were used).
- In column 2—**100% Dollar Match**, list all of the expenditures on which other funds (from the district, other grants, etc.) were used. These expenditures might be in the same or different rows and should total at least the same amount as column 1 expenditures.
- In column 3—**Total Costs**, you will see the total expenses automatically calculated from the first two columns.
- You must include itemized receipts or business ledger documentation from 7/1/21 – 6/30/22 for all expenses noted in columns 1 and 2.

Object	Column 1 Robotics Funds Requested	Column 2 100% Dollar Match	Column 3 Total Costs = Robotics Funds Requested + 100% Dollar Match Total Costs
Robotics Fee Required			\$ 0.00
Robotic Kits Required			\$ 0.00
Robotic Supplies Required			\$ 0.00
Travel Expenses			\$ 0.00
Mentor Stipend <i>Specify Recipient:</i>			\$ 0.00
<b>TOTAL</b>	\$ 0.00	\$ 0.00	\$ 0.00

I have included receipts and/or itemized business ledgers for the grant and match expenses noted above.

Yes



# Business Ledger Documentation

<u>Fd T</u>	<u>Loc</u>	<u>Obj</u>	<u>Func</u>	<u>Pri</u>	<u>Obi</u>	<u>Date</u>	<u>Src</u>	<u>Sub</u>	<u>Batch</u>	<u>Vendor Name/Ref</u>	<u>PO#/Line#</u>	<u>Description</u>	<u>Inv#/Desc2</u>	<u>Inv Date</u>	<u>Chk#/Rec#</u>	<u>Check Date</u>	<u>Amount</u>
					291												
						01/15/21	CR		CR011521	<span style="background-color: black; color: black;">[REDACTED]</span> SCHOOL / L	19	GIFTS	ROBOTICS	01/15/21	19042		-500.00
												<span style="background-color: black; color: black;">[REDACTED]</span>	DONATION				-500.00
																	-500.00
21 R																	

\*Cash Receipts

					411												
						06/22/21	AP		B2CC	BMO MASTERCARD	0	<span style="background-color: black; color: black;">[REDACTED]</span>	JUN21CC00000	06/05/21	102000012	06/22/21	252.99
						06/22/21	AP		B2CC	BMO MASTERCARD	0	<span style="background-color: black; color: black;">[REDACTED]</span>	JUN21CC00000	06/05/21	102000012	06/22/21	117.76
												IL, 60126, US,					

<u>P.O. #</u>	<u>*Year</u>	<u>Description</u>	<u>Vendor</u>	<u>P.O. Date</u>	<u>PO Amount</u>	<u>PO Enc Amount</u>	<u>Liquidated</u>	<u>Adj Enc Amount</u>	<u>Amount Open</u>	<u>Sta</u>
4602021007	2021	HS RBTCS SPLS	CROSS THE ROAD ELECT	07/08/2021	789.79	0.00	0.00	0.00	0.00	0
				*Total	789.79	0.00	0.00	0.00	0.00	
				*21 E 450 411 126101 000					370.75	
				*Accounts Payable					370.75	



# Spreadsheet Documentation

## Robotics Grant – Project 575

School District of [REDACTED] FY21


### Summary of Expenses

Object	Vendor	Detail	Column 1 Robotics Funds Requested	Detail	Column 2 100% Dollar Match	Column 3 Total Costs
Robotics Fee Required			\$0.00		\$0.00	\$0.00
Robotic Kits Required			\$1,787.80		\$0.00	\$1,787.80
	Vex Robotics		\$1,787.80			
Robotic Supplies Required			\$1,129.01		\$1,416.81	\$2,545.82
	[REDACTED]		\$615.01	\$220.66		
	Slick Technologies			\$13.53		
	Amazon		\$92.00			
	Koenigs ProSource		\$373.50			
	The Thrifty Bot			\$158.10		
	PoloLol!			\$563.75		
	Amazon			\$267.10		
	[REDACTED]		\$48.50			
	[REDACTED]			\$13.67		
	Walgreens			\$21.00		
	[REDACTED]			\$160.00		
Travel Expenses			\$0.00		\$0.00	\$0.00
Mentor Stipend Specify Recipient			\$1,500.00		\$3,000.00	\$4,500.00
	[REDACTED]		\$1,500.00			
	[REDACTED]			\$3,000.00		
<b>TOTAL</b>			<b>\$4,416.81</b>		<b>\$4,416.81</b>	<b>\$8,833.62</b>

\$199.52	BlueROV2-Basic ESC
\$709.20	Walmart
\$47.98	amazon
\$39.99	Amazon
\$7.57	Amazon
\$30.97	Amazon
\$30.00	MATE ROV Competition
\$140.00	MATE ROV Competition
\$139.99	Amazon
\$34.24	Theo's Pizza
\$43.72	Amazon
\$75.44	Amazon
\$100.00	Active - MATE Inspiration for Innovation
\$37.73	Mentinks
\$26.36	Michaels
\$31.90	Paypal
\$601.16	Carnegie
\$601.16	Carnegie
\$601.16	Carnegie
\$601.16	Carnegie
\$601.16	Carnegie
\$601.16	Carnegie
\$49.58	Mentink's
\$100.00	Amazon



# Itemized Receipts

**ORDER CONFIRMATION**

Order #: 11392237  
Order Date: Jan 30, 2021

Sold to:

Ship to:


**Payment Method**  
Credit Card  
Credit Card Type  
Visa  
Credit Card Number

**Shipping Method**  
FedEx - Ground

SKU	Product	Price	Qty	Subtotal
217-7594	Tight Fit 14T Steel Spur Gear (20 DP, Falcon Motor) (6-pack)	\$29.99	2	\$59.98
217-6626	1/32" Gray Tinted Polycarbonate Sheet (36" x 72")	\$49.99	4	\$199.96
Subtotal:				\$259.94
Shipping & Handling:				\$25.49
<b>Grand Total:</b>				<b>\$285.43</b>

Beginning April 1, 2019, VEX Robotics will begin collecting sales tax in compliance with the recent South Dakota vs. Wayfair ruling. [More Information](#)

**VEX Robotics, Inc.** - 6725 W. FM 1570, Greenville, TX 75402





# Section IV: Cost Summary Signature

IV. COST SUMMARY SIGNATURE	
<b>I HEREBY CERTIFY</b> that the information contained within this application will be satisfied and that all facts, figures, and representations are true and correct to the best of my knowledge.	
<b>I HEREBY CERTIFY</b> that the cost summary listed is true and correct to the best of my knowledge.	
Name of Signer—School District Principal, Private School Administrator, Charter School Principal, Home-based School Administrator, or Other Administrator <input type="text"/>	
Signature of School District Principal, Private School Administrator, Charter School Principal, Home- based School Administrator, or Other Administrator  ➤	Date Signed <i>Mo./Day/Yr.</i> <input type="text"/>



# Submit the Form

Email the form and documentation to [robotics@dpi.wi.gov](mailto:robotics@dpi.wi.gov)

FAQ can be found at <https://dpi.wi.gov/stem/grant>

