

## Denver CARES Expense Tracker

This tracking template is to assist recipients of the Denver CARES program funding to track expenditures made using CARES Act dollars. Please enter the date of payment, who payment was made to, a description of the purchase or payment and the total amount including taxes and/or fees in the table below. More than one sheet may be used if necessary.

Please make sure to enter your name and the date you return the document **no later than January 31, 2022** to: [Lisa.Gedgudas@denvergov.org](mailto:Lisa.Gedgudas@denvergov.org)

**Please note, all funds must be used by 12/30/2021.** For guidance on eligible expenses please go to <https://home.treasury.gov/policy-issues/cares/state-and-local-governments>.

Date of Payment	Vendor, Supplier, Payee Name	Description of Purchase/Payment	Total \$
(example) 12/3/2021	Greystar Apartments	Monthly Rent	750.00
Total Amount Spent:			

Recipient Name:

Date Submitted: