

[insert letterhead here]

Date: \_\_\_\_\_

To University Enterprises Corporation at CSUSB:

This letter is to confirm the contribution of our institution to University Enterprises Corporation at CSUSB, [insert project name and number here], by providing [insert what you are providing here] for activities related to the project.

Activity	Date	Facility	Description	Monetary Value
Workshop	2/4/11	Conference Rm.	Understanding Our Grant	4 hrs @ \$50/hr = \$200
Duplicating	3/3/11	N/A	Printing / workshop programs	100 @ \$.75 ea = \$75
Equipment	4/12/11	N/A	Laptop donated to project	\$1,000 (market value) less Educational Discount = \$700

The total cost share value of our contribution to the project is \$ \_\_\_\_\_.

I certify that to the best of my knowledge, the above is a reasonable estimate for the value of our contributions.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title