

INVOICE INSTRUCTIONS

TOP PORTION:

Enter name of county, contractor (name of agency), address, circle reporting period, and enter the total amount of invoice for reporting period.

BUDGET LINE ITEMS:

Enter the line items exactly as budgeted in the approved contract.

BUDGET YEAR ONE BEGINNING BALANCE

Enter the beginning balance. This number will remain the same throughout all reporting periods.

REPORTING PERIODS

Enter all expenses for the reporting period in the appropriate column. Subtract the beginning balance from the reporting period(s) for the ending balance.

REVISIONS

Enter any revisions made to the budget for the reporting period in the revision column. Be sure the revision is within the contract guidelines or get prior approval from the CFNLP. All revisions must be supported by a written justification.

GRAND TOTAL

Grand total is the total of personnel services, operating services and administrative services added together.

SUBMISSION OF INVOICE

Invoice must be submitted before the 15th calendar day of the month following the end of each reporting period and shall accompany the quarterly progress report and mentor session activity logs and sign-in sheets.

Invoice must include the signature of the contractor's authorized personnel of the organization and the name of the contact person of the agreement, along with their telephone number.