

Attachment C

Invoice Submission

1. Invoice Submission

Grantee must submit invoices within 30 calendar days following the end of each month.

2. Required Invoice Elements

Each funding request form/invoice must include, at a minimum:

- Invoice Date
- Invoice Number
- Billing/Service Period
- Grantee Name
- Remittance Address
- Purchase Order Number
- Invoice Amount
- All Required Supporting Documentation

3. Itemized Expenses

Expenses must be itemized in the appropriate category and included in the same order listed in Attachment B, Budget Template. Each expense must be accompanied by the corresponding supporting documentation as required in Attachment A, Eligible Expenses.