

## ATTACHMENT 3—INVOICE TEMPLATE

To ensure prompt payment, please reference the instructions on the following page.

- 12  Supplemental
- 13  Final Invoice
- 14  Request the Release of 10% Retention

From:

To:

Research Grant Agreement No.	
Research Grant Award:	
Index/PCA Number	
1 Invoice No.:	
2 Billing Period:	
3 Date:	

4 Line Items	5 Line Item Allotments	6 Previous Expenditures to Date	7 Current Expenditures	8 Total Expenditures to Date <small>6 + 7 = 8</small>	9 % of Line Item Spent to Date <small>8 ÷ 5 = %</small>	10 Remaining Funds Per Line Item <small>5 - 8 = 10</small>
Personnel Services		\$0.00				
Operating Expenses		\$0.00				
Travel		\$0.00				
Equipment		\$0.00				
Contracts		\$0.00				
<b>DIRECT COSTS</b>	\$0.00	\$0.00				
<b>OVERHEAD COSTS</b>	\$0.00					
<b>TOTAL COSTS</b>	\$0.00	\$0.00		<b>\$0.00</b>		

**FOR ANALYST'S USE ONLY**

Date Received From GM \_\_\_\_\_

Date to Accounting \_\_\_\_\_

**11 Total Amount Requested This Invoice**

**10% Withheld (Retention)**

The Grantor will withhold ten percent (10%) from each invoice. These funds are eligible for release upon approval of the Final Project and Expenditure Reports.

\_\_\_\_\_  
**Grantee Principal Investigator or Designated Representative**      **Date**

By signing this invoice I certify, under penalty of law, that this document and any attachment was prepared by me or under my direction in accordance with the terms and conditions of each Grant Agreement Exhibit and, to the best of my knowledge and belief, is accurate and complete. I am aware that there are significant penalties for submitting false or misleading information.

\_\_\_\_\_  
**Grant Manager**      **Date**

I certify this invoice, to the best of my knowledge and belief, is accurate and complete and I approve this invoice for payment.

## INSTRUCTIONS FOR INVOICE

- 1. Grant Invoice Number** - Assign a sequential invoice number, for example: 001, 002.
- 2. Billing Period** - Enter the billing period in which the work was performed (mm/dd/yy to mm/dd/yy).
- 3. Date** - Enter the date the invoice was prepared. This date should be within 5 days of authorized signature.
- 4. Line Items** - Expenditure categories approved in the PMR Grant Agreement.
- 5. Line Item Allotments** - Amount of funds available in each line item category.
- 6. Previous Expenditures to Date** - Updated each billing cycle by the Grant Administrator based on prior approved invoiced expenditures.
- 7. Current Expenditures** - Enter the current expenditures for this billing period.
- 8. Total Expenditures to Date** - Automatically calculates current and previous expenditures.
- 9. Percent of Line-Item Budget Spent to Date** - Automatically calculates the percentage of funds spent for each line item.
- 10. Remaining Grant Funds Per Line Item** - Automatically calculates remaining funds for each line item.
- 11. Total Amount Requested This Invoice** - Automatically totals all current expenditures from each line item.
- 12. Supplemental Invoice** - Check this box when submitting an invoice that reflects expenditures from a previous billing period.
- 13. Final Invoice** - Check this box when submitting the final invoice.
- 14. Request the Release of 10% Retention** - Check this box when submitting for release of the 10% retention (This is a separate invoice from the Final Invoice.)