

Instructions for Completing Quarterly Grant Invoice

1. **Invoice Date** is the date of the last day of the quarter for which the invoice is submitted (e.g. September 30, 2009). Do *not* use the date you submit the invoice.
2. **Invoice Reference:** Please use the following convention to name all invoices - Contract Number – Y#Q#. Y# is year of the grant. Q# is the quarter of the grant. For example, first quarter invoice on contract 30000111 would be named: **30000111-Y1Q1**. The second quarter invoice on that same contract would be named: **30000111-Y1Q2**. See #4 below for contract number information.
3. **Organization** is your agency name. Invoice must be submitted on agency letterhead with remittance address.
4. **Contract #** is a number assigned by Children’s Levy staff. Please contact John Kelly or your Grant Manager if you do not know this number. This number is printed on the top of the original contact in your possession.
5. **Amount This Invoice:** Invoice must agree with “Total Expenses This Quarter” from the Expense Report, which must be submitted with the invoice. The Expense Report is a separate Excel file which can be found on our website.
6. **Annual Budget FY 20XX:** This amount is the annual budget for the fiscal year beginning July 1 and ending June 30, 20XX.
7. **Amount This Invoice** is the same as #5 above.
8. **Total Invoiced Fiscal Year to Date** is the total of all quarterly invoices submitted in the fiscal year including the invoice being submitted. Do not include Advance Invoices in this amount.
9. **Annual Budget Balance** is the Annual Budget less the Total Invoiced Fiscal Year to Date. It indicates how much is available for future invoices on this contract in the fiscal year.
10. **Advance Outstanding** is the amount of any advances paid on this contract for which expenses have not been submitted. Calculate this amount including the expenses being submitted in this invoice. For example, if you previously received an advance of \$20,000 and this invoice is for \$22,000 in expenses, then the Advance Outstanding amount would be \$0. If you had a \$20,000 advance and this invoice is for \$18,000, then the Advance Outstanding would be \$2,000. In this case, you could not receive another advance until another \$2,000 in expenses is submitted.
11. Please complete the “**Prepared By:**” and “**Approved By:**” sections of the invoice as indicated. Include signature, date, printed name, title, email address, and phone number for the person in each role.
12. Invoice may be submitted as a PDF via email (preferred) to john.kelly@ci.portland.or.us or via fax at 503.823.2979. You do not need to send the original if you email or fax the invoice. You may also submit the invoice via US Mail to the address shown on the invoice. *The invoice must be submitted on agency letterhead.*
13. Questions about preparing or submitting the invoice may be addressed to John Kelly at 503.823.2980 or to your Grant Manager.