

APPENDIX J: EXAMPLE INVOICE

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BUSINESS OFFICE
YOUR AGENCY'S NAME
City, State 00000-0000
Phone: (000) 000-0000

AASHTO

Attn: AASHTO TIG Program Manager
444 N. Capitol St. NW
Suite 249
Washington, DC 20001

Invoice No. **M555555**
Date **12/28/06**
Customer No. **XX0000000000**

Lead States Team Name: **Name of your team's technology here**

Comments: **This is the first invoice submitted by the MDSS lead states team.**

Complete this box when applicable

Name of Agency
Federal ID# 74-9999999
Vendor ID# 77777777777

Request for Reimbursement is made as follows.

Description	Account	Amount
Reimbursable expenses incurred to sponsor to prepare notebooks and participant materials for the first of 3 regional workshops included in Task 3 of the approved marketing plan. The workshop was held in Austin, Texas on November 17, 2006.	44444-44-A	\$1,516.20
Reimbursement Category Summary		
Supplies (describe): 200 Three-Ring Binders		692.76
12 Reams White Paper		71.24
Other Services (describe): DOT Audio-Visual Rental Charge		300.00
Other (describe):		0.00
Other (describe):		0.00
Total Direct Cost		1,064.00
Optional Agency Indirect (Overhead) Percentage: 42.50%		
Total Indirect Cost		452.20
Total Amount Due		\$1,516.20
Invoice Total		\$1,516.20

TERMS:

Payment in full due on receipt of invoice. Please return one copy of invoice with your payment and note invoice number on your remittance.

Make check payable to *Your Agency Name Here*.

Mail payment to:

Business Office
Your Agency Name
City, State 00000-0000