

MORE MILEAGE INVOICE

SUBMIT TO:

California Friday Night Live Partnership
 2637 West Burrel Avenue
 P.O. Box 5091
 Visalia, CA 93278-5091

**CONTRACTOR:
 ADDRESS:**

COUNTY: _____

INVOICE REPORTING PERIOD: 1 2 3 4
 (Circle one)

AMOUNT OF INVOICE:

BUDGET LINE ITEMS	BUDGET BEGINNING BALANCE	Reporting period #1 expenses	Reporting period #2 expenses	Reporting period #3 expenses	Reporting period #4 expenses	Revisions for reporting period	ENDING BALANCE
PERSONNEL SERVICES							
TOTAL PERSONNEL SERVICES							
OPERATING EXPENSES							
TOTAL OPERATING EXPENSES							
GRAND TOTAL							

**FOR CFNLP'S USE ONLY
 USE**

CONTRACTOR'S

I hereby certify that all goods, services and required reports have been received pursuant to the contract.

Contract Monitor's Approval	Date
Director's Approval	Date
P.O. #	
TOTAL AMOUNT OF INVOICE:	
FOR TIME PERIOD OF:	

Contractor's Authorized Signature	Date
Contact Person (Please Print or type)	
Telephone #:	

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.