

**Tips for Submitting Invoices**

- Invoices are due on the 15th of the month following the close of the previous quarter of focus. For example, if the current quarter ends March 31, 2024, the invoice is due April 15, 2024.
- Grantees are encouraged to submit invoices as soon as the quarter ends. However, invoices will not be approved until the Quarterly Data Report (QDR) and substantiating documents have been submitted. For guidance on completing and submitting the QDR or for assistance with deliverables and substantiating documentation, refer to the [BHRR Quarterly Report tip sheet](#).
- The most up-to-date invoice form is located on the BHRR HUB and can be accessed [here](#).
- Carefully review all the directions on the first page. Fill out the first section with all your identifying information. Grantees MUST use the address specified on their contract.
  - If an organization has multiple sites, each site must submit an invoice and use the correct unique ID.

**Instructions for Submitting Invoices**

- Select the reporting period for the corresponding time frame you are invoicing for:

**Grantee Quarterly Deliverables Invoice**

Agency Name:		
Address:		
Telephone #:		
Submitted by name:		
Submitted by email:		
Unique ID:		
Select a reporting period: -- 7438.01-008	<b>Equipment</b> Include all receipts in one PDF and submit with this form  Include equipment purchased here. (If you did not purchase equipment, please delete this text before submitting. Do not replace with "no equipment purchased." Do not delete this box.) Please list equipment as: • 1 laptop at \$332.532 • desks at \$151.21 Equipment listed must match included receipts	<b>Deliverable Amount (per contract)</b>  Please add equipment total here.  (If you did not purchase equipment, please delete this text before submitting. Do not delete this box. Do not replace with \$0)
	<b>Deliverable Description</b> <i>The below text is part of the template. DO NOT DELETE.</i>	<b>Deliverable Amount (per contract)</b>
	MET QUARTER Click here to choose a reporting period. DELIVERABLES, AS NOTED IN THE SOW.	<b>Add total from payment schedule here (found in your contract).</b> Please delete this text before submitting.
Total Amount Due		<b>Add total of equipment + Attachment E here.</b> Please delete this text before submitting.

- If you are invoicing for equipment, complete the equipment section by listing the items purchased and the corresponding invoiced amounts.
- Attach the receipts for each item to your invoice when submitting it to our accounting department. The total amount invoiced for equipment should not exceed the total awarded for Phase B equipment.

- Submit both receipts as a single PDF attachment.

~~STATUS QUANTITY DELIVERABLES INVOICE~~

Agency Name:		
Address:		
Telephone #:		
Submitted by name:		
Submitted by email:		
Unique ID:		
<b>Select a reporting period:</b> -- <b>7438.01-008</b>	<b>Equipment</b> <i>Include all receipts in one PDF and submit with this form</i>	<b>Deliverable Amount (per contract)</b>
	Include equipment purchased here. (If you did not purchase equipment, please delete this text before submitting. Do not replace with "no equipment purchased." Do not delete this box.) Please list equipment as: • 1 laptop at \$332.532 • desks at \$151.21 Equipment listed must match included receipts	Please add equipment total here. (If you did not purchase equipment, please delete this text before submitting. Do not delete this box. Do not replace with \$0)
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- The invoice should match the amount specified on your contract for deliverables according to your payment schedule for the quarter of focus. For example, if you are invoicing for Quarter 3, refer to the payment schedule in your contract and find the deliverable amount indicated for Quarter 3.
  - Input this amount in the deliverable section of your invoice. Ensure you specify the reporting period you are invoicing for.

MET QUARTER DELIVERABLES INVOICE

Agency Name:		
Address:		
Telephone #:		
Submitted by name:		
Submitted by email:		
Unique ID:		
<b>Select a reporting period:</b> -- 7438.01-008	<b>Equipment</b> Include all receipts in one PDF and submit with this form	<b>Deliverable Amount (per contract)</b>
	Include equipment purchased here. (If you did not purchase equipment, please delete this text before submitting. Do not replace with "no equipment purchased." Do not delete this box.) Please list equipment as: • 1 laptop at \$332.532 • desks at \$151.21 Equipment listed must match included receipts.	Please add equipment total here.  (If you did not purchase equipment, please delete this text before submitting. Do not delete this box. Do not replace with \$0)
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Total Amount Due		Add total of equipment + Attachment E here. Please delete this text before submitting.


- Fill out the total amount due in the sections designated for deliverables and equipment.

Agency Name:		
Address:		
Telephone #:		
Submitted by name:		
Submitted by email:		
Unique ID:		
<b>Select a reporting period:</b> <input type="text" value="7438.01-008"/>	<b>Equipment</b> <i>Include all receipts in one PDF and submit with this form</i>  Include equipment purchased here. (If you did not purchase equipment, please delete this text before submitting. Do not replace with "no equipment purchased." Do not delete this box.) Please list equipment as: • 1 laptop at \$332.532 • desks at \$151.21 Equipment listed must match included receipts	<b>Deliverable Amount (per contract)</b>  Please add equipment total here.  (If you did not purchase equipment, please delete this text before submitting. Do not delete this box. Do not replace with \$0)
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<b>Total Amount Due</b>		<b>Add total of equipment + Attachment E here.</b> Please delete this text before submitting.

- Date and sign the invoice.

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Please

Subcontractor Signature 



Date 

- For questions about the invoice, contact your grantee coach.