

# BHRR INVOICE TEMPLATE

EMAIL COMPLETED INVOICE AND RECEIPTS FOR EQUIPMENT, IF  
APPLICABLE, TO [BHRRinvoices@ahpnet.com](mailto:BHRRinvoices@ahpnet.com)

## **Advocates For Human Potential, Inc.**

### Instructions for completing the Behavioral Health Recruitment and Retention (BHRR) Invoice Template

#### Grantee Quarterly Deliverables Invoice

1. Invoices are to be completed and submitted to AHP promptly upon completion of deliverables. Invoices received more than 30 days after the completion of deliverables may not be eligible for payment.
2. Complete the top portion of the invoice with your organization name, address, phone, and email contact information.
3. Include your unique BHWD Site ID. This can be found in your contract.
4. Refer to the "Payment Schedule" provided with your Subcontract Agreement and fill out the invoice grid with the following information:
  - a) Deliverable Amount (for equipment and for all other expenses).
5. If submitting for equipment reimbursement, you must submit receipts with the invoice. Please remember to itemize specific equipment purchases on the invoice form.
6. Please be sure to verify your total; an invoice with incorrect values will be returned to the subcontractor for re-submission.
7. Sign and date the invoice where indicated. Complete the fillable form and mail the invoice to [BHRRinvoices@ahpnet.com](mailto:BHRRinvoices@ahpnet.com).
8. Payment shall be remitted, depending on the grantee's noted preference, via First Class Mail or direct deposit within 10 business days after being received by AHP's A/P, and reviewed, approved, and signed by the Project Director, Grantee Coach, and Accounting. No invoice will be approved for payment if you do not have your fully executed subcontract, or if A/P does not have your signed W-9 form on file.
9. Questions or concerns regarding AHP's invoicing, and payment process may be directed to our Accounts Payable department at [BHRRinvoices@ahpnet.com](mailto:BHRRinvoices@ahpnet.com).

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**Advocates For Human Potential, Inc.**

**BHRR Invoice Template**

**Grantee Quarterly Deliverables Invoice**

<b>Agency Name:</b>		
<b>Address:</b>		
<b>Telephone #:</b>		
<b>Submitted by name:</b>		
<b>Submitted by email:</b>		
<b>Unique ID:</b>		
<b>Select a reporting period:</b>	<b>Equipment</b> <i>Include all receipts in one PDF and submit with this form</i>	<b>Deliverable Amount (per contract)</b>
7438.01-008		
	Include equipment purchased here.	Please add equipment total here.
	<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 DELIVERABLES, AS NOTED IN THE SOW.	<b>Add total from payment schedule here (found in your contract).</b>
<b>Total Amount Due</b>		<b>Add total of equipment + Attachment E here.</b>

\_\_\_\_\_  
Subcontractor Signature

\_\_\_\_\_  
Date

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APPLICABLE, TO [BHRRinvoices@ahpnet.com](mailto:BHRRinvoices@ahpnet.com)*

Email the completed invoice and documentation of the purchase of equipment, if applicable, in a single PDF document to [BHRRinvoices@ahpnet.com](mailto:BHRRinvoices@ahpnet.com).

Payment terms are 10 business days after being reviewed, approved, and signed by the Project Director, Grantee Coach, and Accounting Department. Invoices received more than 30 days after completion of services may not be eligible for payment. Invoices will not be approved for payment if AHP does not have your executed Subcontractor Agreement and signed W-9 on file.