

MIP INVOICE TEMPLATE **ROUND 2**

EMAIL COMPLETED INVOICE, INTERN INVOICE, AND RECEIPTS FOR EQUIPMENT, IF APPLICABLE, TO AP2@AHPNET.COM

Advocates For Human Potential, Inc.

Instructions for MIP Invoice Template **ROUND 2**

Grantee Quarterly Deliverables Invoice

1. Invoices are to be completed and submitted to AHP promptly upon completion of the quarter.
2. Complete the top portion of the invoice with your identifying 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).
 - b. Enter the quarterly deliverable amount taken directly from your contract. (Only enter equipment amount for equipment purchased this quarter, if applicable. Enter intern amount paid, which will be backed up by the intern invoice.
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, which includes equipment, intern costs, and deliverable total from your contract for the quarter. An invoice with incorrect values will be returned to the subcontractor for re-submission.
7. Sign and date the invoice where indicated. If you are submitting for equipment purchased, the quarterly intern invoice form, and your deliverable invoice within the quarter, please scan the receipts to substantiate purchases, along with the invoice form, into 1 PDF document and email to ap2@ahpnet.com.
8. Payment shall be remitted, depending on grantee's noted preference, via First Class Mail or direct deposit within 10 business days after being received by AHP's Accounts Payable (AP), 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 AP 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 ap2@ahpnet.com.

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Grantee Quarterly Deliverables Invoice

Please delete all instructional text *BEFORE* submitting.

Agency Name:		
Address:		
Telephone #:		
Submitted by name:		
Submitted by email:		
Unique ID:		
Project #: 7438.01-004		
7438.01-004	Equipment/Property Purchases <i>Include all receipts in one PDF and submit with this form</i>	Deliverable Amount (per contract)
	Equipment listed must match included receipts	
	Interns <i>Engaged interns per Quarterly Intern Invoice Form attached</i>	
	Deliverable Description <i>The text below is part of the template. DO NOT DELETE.</i>	Deliverable Amount (per contract)
	Activities/Deliverables MET QUARTER DELIVERABLES, AS NOTED IN THE SOW.	
Total Amount Due		

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Subcontractor Signature

Date

Email completed invoice and documentation of purchase for equipment, if applicable to:
ap2@ahpnet.com.

Payment terms are 10 business days after being reviewed, approved, and signed by the Project Manager/Grantee Coach, and Accounting.

No invoice will be approved for payment if AHP does not have your executed Subcontractor Agreement and signed W-9 on file.