

EPOC, Round 2 INVOICE TEMPLATE

EMAIL COMPLETED INVOICE AND RECEIPTS FOR EQUIPMENT, IF APPLICABLE,
TO PWI_EPOCR2invoices@ahpnet.com.

Advocates For Human Potential, Inc.

Instructions for completing the Expanding Peer Organizational Capacity (EPOC) 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 PWI_EPOCR2invoices@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 PWI_EPOCR2invoices@ahpnet.com.

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Grantee Quarterly Deliverables Invoice

Agency Name or Fiscal Agent:		
Address:		
Telephone #:		
Submitted by name:		
Submitted by email:		
Unique ID:		
Project #: 7438.01-007		
7438.01-007	Equipment <i>Include all receipts in one PDF and submit with this form</i>	Deliverable Amount (per contract)
	Equipment listed must match included receipts	
	Deliverable Description	Deliverable Amount (per contract)
	MET QUARTER DELIVERABLES, AS NOTED IN THE SOW.	
Total Amount Due		

Subcontractor Signature

Date

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*EMAIL COMPLETED INVOICE AND RECEIPTS FOR EQUIPMENT, IF APPLICABLE,
TO PWI_EPOCR2invoices@ahpnet.com.*

Email the completed invoice and documentation of the purchase of equipment, if applicable, in a single PDF document to PWI_EPOCR2invoices@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.