

INVOICE PAYMENT REQUEST FORM

Grantee's Name:		
Invoice Month/Year:	Contract Number:	
Contact Person & Telephone Number:	Contract Allocation Awarded:	\$0.00
Invoice Number:	Remaining Allocation:	\$0.00

Line Items	Administrative Costs	Direct Program Support Costs	Total Costs
A Personnel			\$ -
A. Subtotal Personnel	\$ -	\$ -	\$ -
B. Non Personnel			\$ -
14. Outreach (up to 2%)			\$ -
15. Energy Conservation Education (up to 2%)			\$ -
B. Subtotal Non Personnel	\$ -	\$ -	\$ -
C. Direct Assistance			
1. Direct Assistance to Individuals			
Regular Assistance			\$ -
Crisis			\$ -
C. Subtotal Direct Assistance		\$ -	\$ -
Total Request	\$ -	\$ -	\$ -

CERTIFICATION

I hereby state that I have included and attached all required documentation to support this request. I have satisfied all related terms and conditions of the above cited contract. I also state that the data reported above is correct.

Date:	Signature:
	Title:
Date:	Signature:
	Title:

FOR THDA USE ONLY: Approval of Request for Payment

Initial Reviewer:	Date:	2nd Reviewer:	Date:
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Agency Name/Invoice Month & Year

Program Code	Category	Admin	Direct Program Support
If Applicable	Breakout	Costs	Costs
	Salaries	\$0.00	\$0.00
	Vacation	\$0.00	\$0.00
	Total Salaries	\$0.00	\$0.00
	FICA	\$0.00	\$0.00
	Health Insurance	\$0.00	\$0.00
	Life Insurance	\$0.00	\$0.00
	Workers Compensation	\$0.00	\$0.00
	Unemployment Insurance	\$0.00	\$0.00
	TCRS	\$0.00	\$0.00
	Total Fringe	\$0.00	\$0.00
	Contract Labor	\$0.00	\$0.00
	Total Professional Fees	\$0.00	\$0.00
	Rent or Mortgage	\$0.00	\$0.00
	Total Occupancy	\$0.00	\$0.00
	Insurance	\$0.00	\$0.00
	Total Insurance	\$0.00	\$0.00
	Telephone	\$0.00	\$0.00
	Internet	\$0.00	\$0.00
	Total Telephone/Internet	\$0.00	\$0.00
	Electric	\$0.00	\$0.00
	Gas	\$0.00	\$0.00
	Water	\$0.00	\$0.00
	Utilities	\$0.00	\$0.00
	Equipment Rental	\$0.00	\$0.00
	Equipment Maintenance	\$0.00	\$0.00
	Total Equip Rental /	\$0.00	\$0.00
	Printing	\$0.00	\$0.00
	Publication	\$0.00	\$0.00
	Total Printing / Publications	\$0.00	\$0.00
	Supplies	\$0.00	\$0.00
	Total Supplies	\$0.00	\$0.00
	Postage	\$0.00	\$0.00
	Total Postage	\$0.00	\$0.00
	Advertising	\$0.00	\$0.00
	Total Advertising	\$0.00	\$0.00
	Data Processing	\$0.00	\$0.00
	Total Data Processing	\$0.00	\$0.00
	Travel	\$0.00	\$0.00
	Mileage	\$0.00	\$0.00
	Fuel	\$0.00	\$0.00
	Training	\$0.00	\$0.00
	Total Travel	\$0.00	\$0.00
	Audit	\$0.00	
	Total Audit	\$0.00	
	Indirect Costs	\$0.00	
	Outreach		\$0.00
	Total Outreach		\$0.00
	Energy Conservation		\$0.00
	Total Energy Conservation		\$0.00

	Total Request	<u>\$0.00</u>	<u>\$0.00</u>
	Entire Total:		<u>\$0.00</u>