



EXPORT 2000 GRANT PROGRAM INVOICE

SECTION I: GENERAL INFORMATION

1. GRANTEE (NAME & ADDRESS):	2. DCED CONTRACT NUMBER:	3. FEDERAL ID NUMBER (FEIN):
	4. VENDOR NUMBER:	5. CONTRACT AMOUNT:
	6. INVOICE # - 1 ST , 2 ND , 3 RD , FINAL, ETC.	
7. INVOICE REPORTING PERIOD (MONTH, DAY, YEAR): FROM: _____ TO: _____	8. CONTRACT ACTIVITY PERIOD (MONTH, DAY, YEAR): FROM: _____ TO: _____	

SECTION II: FISCAL INFORMATION

1. APPROVED BUDGET CATEGORY	2. APPROVED BUDGET AMOUNT	3. EXPENDITURES PREVIOUSLY INVOICED	4. EXPENDITURES THIS INVOICING PERIOD	5. CUMULATIVE EXPENDITURES (COLUMN 3 + 4)	6. REMAINING BALANCE (COLUMN 2 - 5)
Salaries/Fringes					
Consumable Supplies					
Travel (mileage, int'l travel, etc.)					
Promotion, PR, Advertising					
Training/Technical Assistance					
Events, Meetings, Conferences (to include PIW)					
Performance-based Comp					
Audit					
Totals					
Payment Amount Requested:					

SECTION III: DEPOSITORY

1. BANK NAME & ADDRESS:	2. BANK ACCOUNT NUMBER:
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SECTION IV: CERTIFICATION

By signing this form, I certify that it is true, complete and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent information may be subject to criminal, civil, or administrative penalties. The initial review performed by DCED on this invoice does not constitute acceptance of its associated expenditures. DCED's Compliance Monitoring Division will conduct a comprehensive review to ensure eligibility of all related expenditures.

1. SIGNATURE OF AUTHORIZED OFFICIAL:		2. NAME & TITLE (TYPED OR PRINTED):			
3. CONTACT PERSON:	4. PHONE NUMBER:	5. EMAIL ADDRESS:	6. DATE SUBMITTED:		

DCED USE ONLY

ACCOUNT CODE LINE	FUND	COST CENTER	IO NUMBER	COMMITMENT NUMBER	AMOUNT
				TOTAL	

FOR DCED USE ONLY / DCED APPROVAL: SIGNATURE / INITIALS & DATE:

EXPORT 2000 GRANT PROGRAM INVOICE INSTRUCTIONS

SECTION I: GENERAL INFORMATION

1. **Grantee Name & Address:** Use the Name & Address as it appears on the grant contract.
2. **DCED Contract Number:** Located in the upper right corner of the contract or at the bottom right of the contract signature page.
3. **Federal ID Number (FEIN):** Nine-digit number assigned by the IRS (example 23-2222222) located on the signature page of the contract.
4. **Vendor Number:** Six-digit number (or nine w/ extension ex. 111111-012) located on the signature page of the contract.
5. **Contract Amount:** Located under Article I of the contract or first page of the most current amendment.
6. **Invoice Number:** Indicate what invoice is being requested first, second, FINAL, etc. Invoice requests must be in consecutive order.
7. **Invoice Reporting Period:** These dates should reflect the period the expenditures are incurred or anticipated.
8. **Contract Activity Period:** Located under Article III of the grant contract or on the first page of the most current amendment (if additional time was requested) under Contract Activity Period.

SECTION II: FISCAL INFORMATION

1. **Approved Budget Categories:** List the approved budget categories as they appear in the appendices of your contract, current amendment, or approved budget modification. **Any changes to these budget categories must be approved by the program office prior to invoicing.**
2. **Approved Budget Amounts:** List the approved budget amounts as they appear in the appendices of your contract, current amendment, or approved budget modification. Your invoiced budget amounts must match the most recently approved budget. Any changes to these amounts must be approved by the program office prior to invoicing.
3. **Expenditures Previously Invoiced:** List the expenditure amounts previously invoiced (DO NOT INCLUDE THE EXPENDITURES FOR THIS INVOICING PERIOD). If this is a first request then there will be no previously invoiced expenditures. On all subsequent invoices this column should total the previous invoice's cumulative expenditures.
4. **Expenditures This Invoicing Period:** Expenditures that have been actually incurred or anticipated during the current invoicing period.
5. **Cumulative Expenditures:** Total Columns 3 & 4.
6. **Remaining Balance:** Subtract Column 5 from Column 2.
7. **Payment Amount Request:** This amount must match the Expenditures This Invoicing Period amount.

SECTION III: DEPOSITORY

1. List the name and address of the agency's bank where the grant funds will be deposited.
2. List the bank account number to which the ACH Deposit of the grant funds will be made.

Please Note: Bank data listed on the invoice must be registered on your Commonwealth Vendor Record. If the bank data is not registered, you can contact the Vendor Data Management Unit (VDMU) at 1-877-435-7363 (choose option 1). VDMU will provide instructions on how to update your vendor record and what documentation needs to be submitted. All payments are made via ACH; if your bank data is not registered, it will delay the processing of your invoice.

SECTION IV: CERTIFICATION

1. **Signature of Authorized Official:** Must be signed by an authorized official of the agency; invoice must be signed to process.
2. **Name & Title:** Type or print the name and title of authorized official.
3. **Contact Person:** List the name of the individual that can be contacted regarding any questions concerning the invoice.
4. **Phone Number:** Phone number (including area code) for the contact person.
5. **Email Address:** Valid email address for the contact person, where they can be contacted regarding any questions concerning the invoice.
6. **Date Submitted:** Date the invoice is completed.

DCED USE ONLY

This section is reserved for DCED. Do not complete any information in this section.

INVOICE SUBMISSION

- Invoices are to be submitted quarterly.
- Performance Based Compensation is to be invoiced separately once the year end numbers are calculated (mid-July). You should submit your Performance Based Compensation invoice by the beginning of August.
- Invoices are to be submitted electronically directly to Paige Pynos at ppynos@pa.gov.