

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

1. APPROVED BUDGET CATEGORY	2. APPROVED BUDGET AMOUNT	3. EXPENDITURES PREVIOUSLY INVOICED	4. EXPENDITURES THIS INVOICING PERIOD	5. CUMULATIVE EXPENDITURES <i>(COLUMN 3 + 4)</i>	6. REMAINING BALANCE <i>(COLUMN 2 - 5)</i>
TOTALS:					
<b>Payment Amount Requested:</b>					

1. BANK NAME & ADDRESS:	2. BANK ACCOUNT NUMBER:
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**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:

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

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

## PA MILITARY COMMUNITY ENHANCEMENT COMMISSION LOCAL DEFENSE GROUP 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.

### 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.*

Invoices may be submitted for anticipated costs that will be incurred within the next 90 days. Any questions regarding invoicing procedures should be directed to your grant manager.

The completed payment request along with appropriate documentation can be submitted electronically to [pwitmer@pa.gov](mailto:pwitmer@pa.gov) or to the address listed below:

Department of Community & Economic Development  
 Pennsylvania Military Community Enhancement Commission  
 Attn: Peter Witmer  
 Commonwealth Keystone Building  
 400 North Street, 4th Floor  
 Harrisburg, PA 17120-0225