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## PRE-APPRENTICE AND APPRENTICESHIP 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.

### 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 contact regarding any questions concerning the invoice.
6. **Date Submitted:** Date the invoice is completed.

### SECTION V: DCED APPROVAL

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

#### DCED USE ONLY

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

**Per the Pre-Apprentice and Apprenticeship Program Guidelines; Section IV (4); All payment requests must contain copies of invoices relevant to the amount of funds requested.**

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

Department of Community & Economic Development  
Gwen Ross, Director of Workforce Development Initiatives  
Commonwealth Keystone Building  
400 North Street, 4th Floor  
Harrisburg, PA 17120-0225