



VFHY Invoice/Reimbursement Request Helpful Hints

- Complete identifying information completely on top left and top right of invoice cover page. Be sure to include **Contract Number** and **EIN**. Enter all **Line Item Program Contract Amounts** from final grant application budget on cover page.
- Each month you will need to enter your name in the **Type Name** space provided at the top left of form. Also enter the **Month Ending** (ex. July 10) and the **Date of Report** (ex. August 30, 2010) at top right. Then enter **Expenditures for Report Period** by line item. Use whole dollar amounts. The form will automatically calculate your total expenditures and will reflect this amount in the **Amount Requested** box. The first reimbursement request for the year will show “0” in **Reimbursement Requests to Date** column.
- **Email all invoices to your Grants Program Administrator with “invoice” in the subject line.** Send the entire workbook as one document each month.
- **Do not** change any cells that are red.
- Use the appropriately labeled worksheet for each month and save the document after each use. The **Remaining Amount Available** and **Reimbursement Requests to Date** will calculate automatically by line item each month. These figures will be displayed on the following month’s invoice.
- Invoices are due 30 days following the end of the month in which the expenses were incurred (i.e., expenditures incurred in July are due by August 30).
- Contact your Grants Program Administrator with any questions about the use of this form.