



2016-17 Supply/Reflection Meeting Invoice

Invoices are due *no later* than **14 days** after the reflection meeting and in no event later than **12pm on June 21, 2017**.

Arts Provider's Name: _____ Corresponding Contract # _____

Site Name: _____ Residency/Workshop Dates: _____

This is my **final** invoice for this contract

SUPPLIES

Please fill out this invoice with a description of each item purchased. If the receipts have clear descriptions, you don't need to re-write them in full below. Just write one vendor and the total per line. **Copies of receipts** are required for reimbursement, and *actual* supply costs **cannot** exceed *estimated* supply costs.

Receipt	Description	Quantity	Cost per Item	Item Total Cost
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				

Use a second sheet if necessary.

Supplies Total: \$ _____

REFLECTION MEETING

Date of Meeting: _____

Fee for Meeting: \$ _____

SIGNATURES

Arts Provider's Signature

Date

SUBMIT COMPLETED FORM TO:

Young Audiences | 1220 SW Morrison Street, Suite 1000, Portland, OR 97205
Fax: 503-225-0953 | Tel: 503-225-5900 x 231 | josephine@ya-or.org