



# 2017-18 Actual Costs Invoice

Please use this form to request payment for any costs that were estimated on your contract. *Actual* costs **cannot** exceed *estimated* costs without the principal's signature.

Arts Provider's Name: \_\_\_\_\_ Corresponding Contract # \_\_\_\_\_

School Name: \_\_\_\_\_ Program Dates: \_\_\_\_\_

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

## SUPPLIES & OTHER ESTIMATED COSTS

**Copies of receipts** are required for supply reimbursement and preferred to actual receipts. If the receipts have clear descriptions, don't re-write them in full below. Just write one vendor/receipt and the total per line. Please check "Artist Stock" when appropriate. Invoices for supplies and other costs are due **no later than 14 days after the end date of the program and in no event later than 12pm on June 20, 2018.**

	Supplies Description	Artist Stock	Cost per Item	Quantity	Item Total Cost
1.		<input type="checkbox"/>			
2.		<input type="checkbox"/>			
3.		<input type="checkbox"/>			
4.		<input type="checkbox"/>			
5.		<input type="checkbox"/>			

Use a second sheet if necessary.

Supplies Total: \$ \_\_\_\_\_

Other Costs Description	Cost

Use a second sheet if necessary.

Other Costs Total: \$ \_\_\_\_\_

## REFLECTION MEETING

Invoices for Reflection Meetings are due **no later than 14 days after the reflection meeting and in no event later than 12pm on June 21, 2018.**

Date of Meeting: \_\_\_\_\_

Fee for Meeting: \$ \_\_\_\_\_

## SIGNATURES

\_\_\_\_\_  
Arts Provider's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal's Signature (for approving additional costs)

\_\_\_\_\_  
Date

## SUBMIT COMPLETED FORM TO: