

Sample Invoice - Cost Reimbursable

This is designed as a training tool and user guide for invoices. It is intended to support the invoice review checklist by providing additional information and putting the guidance from the checklist into context. Roll over the green text to learn more.

ABC University, Office of Finance Invoice – Original

Date of Invoice: 9/29/2016

Invoice to:

Harvard University
Office of Sponsored Programs
1033 Mass Ave.
Cambridge, MA 02138

Invoice Number: GL2016000656

ABC University Reference: ACCT-4567

PTE Contract Number: 987654

Award Number: R84 HHS123456-03

Project Dates: 01/01/2014-12/31/2016

Project Budget to Date: \$1,000,000

Project Title: Mice, how awesome are they really?

ABC University PI: Professor X

Period Billed: 08/01/2016-08/31/2016

Category Totals	Current	Year to Date	Project to Date
Salaries	\$24,682.10	\$154,321.11	\$350,000.00
Fringe	\$8,521.82	\$53,240.78	\$120,750.00
Supplies	\$3,169.86	\$15,183.25	\$32,111.02
Other	\$3,694.88	\$3,694.88	\$8,486.05
Travel	(\$100.00)	\$1,500.75	\$2,600.75
Subtotal	\$39,968.66	\$227,940.77	\$513,947.82
Overhead	\$27,178.68	\$154,976.93	\$349,433.12
Non-Overhead Bearing Expenses	\$2,076.67	\$16,608	\$16,608
Total:	\$69,224.01	\$399,525.70	\$879,988.94

Amount Now Due:

\$69,224.01

PLEASE SEND REMITTANCE TO:

ABC University, Attn: Office of Finance
P.O. Box 415649
Boston, MA 02241-5649

For questions, please contact:

Johannes Gutenberg, Analyst

Phone: 617-555-5555

Email: jogu@abcu.edu

Please indicate the ABC University Reference: ACCT-4567 with payment.

I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (2 CFR 200.415)

Johannes Gutenberg, Authorized Official