

CCMU IMPLEMENTATION ROUND 2 INVOICE TEMPLATE

EMAIL COMPLETED INVOICE AND RECEIPTS FOR EQUIPMENT, IF APPLICABLE, TO
IMPLEMENTATIONR2INVOICES@AHPNET.COM

Advocates For Human Potential, Inc.

Instructions for CCMU Round 2 Implementation Invoice Template

Grantee Quarterly Deliverables Invoice

1. Invoices are to be completed and submitted to AHP promptly upon completion of deliverables.
2. Complete the top portion of the invoice with your organization name, address, and phone and email contact information.
3. Refer to the "Statement of Work" provided with your Subcontract Agreement, and fill out the invoice grid with the following information:
 - a. Deliverable Description: If you did not participate/complete any of the written deliverables in **BOLD**, please leave as outlined in the template
 - b. Please enter the deliverable Amounts (MHBG dollars)
4. Please be sure to verify your total; an invoice with incorrect values will be returned to the subcontractor for re-submission.
5. Sign and date the invoice where indicated and email to ImplementationR2invoices@ahpnet.com
6. No invoice will be approved for payment if you do not have your fully executed subcontract, or if A/P does not have your signed W-9 form on file.
7. Questions or concerns regarding AHP's invoicing, and payment process may be directed to our Accounts Payable department at ImplementationR2invoices@ahpnet.com

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Please delete all instructional text highlighted in yellow **BEFORE** submitting

Agency Name:		
Address:		
Submitted by name:		
Submitted by email:		
Telephone #:		
Project #: 7460.01-006		
7460.01-006	<i>DIRECT SERVICES (Mental Health Block Grant (MHBG))</i> <i>a. Deliver Mobile Crisis Response Services Through</i> <i>## Number of Teams.</i>	
Total Amount Due		

Subcontractor Signature

Date

Email completed invoice and documentation of purchase for equipment, if applicable to:
ImplementationR2invoices@ahpnet.com.

No invoice will be approved for payment if AHP does not have your executed Subcontractor Agreement and signed W-9 on file and completed Quarterly Report.