Invoice Form for Under 25K Projects

LHA: _____

Project FISH #: _____

The invoices listed below are for the approved scope and are due and payable:

(Press TAB to move between boxes)

Account (budget line)	Vendor Name	Invoice Amount	Invoice #	Description of Work	Construction Invoice*
					☐ Yes
					☐ Yes
					☐ Yes
					☐ Yes
					☐ Yes
					☐ Yes
					☐ Yes
					☐ Yes
					☐ Yes
					☐ Yes
	TOTAL Requested:				

* or construction materials invoice

This submission must include the first two items below and may need to include a Certificate of Compliance. Please check next to item below to confirm.

☐ Original invoice(s) included, amounts in table above are circled on invoice(s)
☐ Project budget that supports the funding request is included
☐ If request includes construction (or construction materials) invoice(s), or is for a final payment, a completed and signed Certificate of Compliance is included

Submitted by: _____

Title: _____

Signature: _____

Date: _____

Email: _____

Send To:

via Email - DHCDlhainvoices@massmail.state.ma.us
via US Mail - Gail Cassarino, DHCD, 100 Cambridge Street, Suite 300, Boston, MA 02114

Date: December 2013