Invoice Form for Under $50K 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:** | **$0.00** |  | \* or construction materials invoice |

This submission must include invoices as noted below and may need to include a Certificate of Compliance. Please check next to item below to confirm.

[ ]  Invoice(s) included, amounts in table above are circled on invoice(s)

[ ]  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: |      RCAT PM:Date: |

**Send To:**

NOTE: For Project Tracking purposes, the RCAT PM shall Review and Sign the Invoice Form. The RCAT PM should be copied on submitted invoices, OR the RCAT PM can submit on behalf of the Authority.

via Email - DHCDlhainvoices@massmail.state.ma.us

via US Mail - The Assigned Project Manager, DHCD,

100 Cambridge Street, Suite 300, Boston, MA 02114