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:** | **$0.00** |  | \* 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:**

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