



Commonwealth of Massachusetts
Executive Office of Energy & Environmental Affairs

Department of Environmental Protection

Central Regional Office • 8 New Bond Street, Worcester MA 01606 • 508-792-7650

Charles D. Baker
Governor

Karyn E. Polito
Lieutenant Governor

Matthew A. Beaton
Secretary

Martin Suuberg
Commissioner

Invoice (Payment Voucher)

Project Number and Name:

Grantee:

Vendor Code:

Contract Number:

Invoice number:

For period beginning: _____ through _____

Contract amount:	\$	
Previous billing:	\$	
Billing to date (total):		\$
Amount this invoice	\$	
Salary amount:	\$	
Subcontractual amount:	\$	
Supplies and equipment:	\$	
Other Amount	\$	
Less 10% retainage	\$	
Payment due		\$
Remaining balance	\$	

Notes:

Prepared by: _____ date: _____

Project total:

Match obligation:

DMBE/DWBE goals: 3.4%/3.8%

Required attachments:

- Backup information consistent with Contract budget (Scope of Work Attachment B), e.g., salaries and rates, subcontractor services, equipment/supplies invoices, etc.
- Payment Voucher Attachment Form for Reporting DMBE/DWBE, signed by authorized signatory
- Match Certification Form, signed by authorized signatory

SCAN all documents and email to: christopher.palmer@state.ma.us, cc to malcolm.harper@state.ma.us

RETAIN hard copies for your records