

# Instructions for Invoice Template Example

## All invoices must:

- 1) Be submitted electronically to CCCC's Accounting Office email inbox: [accountspayable@cccco.edu](mailto:accountspayable@cccco.edu).
- 2) Include email subject line: **Invoice Enclosed – District CCD/Vendor Name – Agreement Number** or (indicate revision #.) **Rev #? Invoice Enclosed – District CCD/Vendor Name– Agreement Number**.
- 3) Include all fields of information on the Invoice Template Example.

## Invoice Template Example Field Details:

For questions about the Invoice Template Example, please contact:

- the CCCC Program Contact/Monitor, or
- CCCC Accounting Office at: [accountingoffice@cccco.edu](mailto:accountingoffice@cccco.edu).

<b>Letterhead/Logo</b>	Use district/vendor letterhead or logo image.
<b>Date</b>	Enter the date the invoice was created.
<b>Invoice No.</b>	Enter the local community college district/vendor invoice number used for local purposes by the district/vendor.
<b>Name</b>	Using the dropdown list, select the name of the District/Vendor or hand-write the information. This information must match the name listed on the Grant Agreement Face Sheet/Standard Agreement.
<b>Address</b>	Enter the District/Vendor (not college) address listed on Grant Agreement Face Sheet/Standard Agreement. Note: If the address does not match the Grant Agreement Face Sheet/Standard Agreement, the invoice cannot be processed.
<b>CCCCO Agreement No.</b>	Enter the agreement number (listed on the Grant Agreement Face Sheet), contract number (listed on the Standard Agreement), or other unique identifier.
<b>CCCCO Project Monitor / Program Name</b>	Enter the name of the Chancellor's Office Project Monitor. If unknown, enter the Program Name.
<b>Payment Type</b>	Identify the payment type (advance, progress, final or other payment). If "other payment" is selected, provide a brief description of the payment.
<b>Date Service(s) Rendered and Description of Work</b>	Provide the dates of service(s) rendered and a description of the work performed.
<b>Enactment Fiscal Year, Fiscal Program, Sub Task, and Object of Expenditure</b>	This information must match the Grant Agreement Face Sheet/Standard Agreement. An invoice must identify one (1) fiscal year and one (1) funding source. Grants/Contracts with "braided funding," requires an invoice for <i>each</i> fiscal year and <i>each</i> funding source. An invoice with two (2) different fiscal year funds (FY 2016/17 and 2017-18) or two (2) different funding sources cannot be processed.
<b>Total Amount Due</b>	Enter the amount invoiced to CCCC. (e.g. \$21,000.00)
<b>District/College Accounting Office Contact Information</b>	Identify an accounting office contact.
<b>District/College Program Contact Information</b>	Identify a program contact who can address questions about the work performed.