# Advocates For Human Potential, Inc.

## Instructions for CA Hub and Spoke SOR3 Subcontractor Quarterly Deliverables Invoice

1. Invoices are to be completed and submitted to AHP promptly upon completion of quarterly deliverables. *Invoices received more than 30 days after completion of deliverables may not be eligible for payment.*
2. Complete the top portion of the invoice with your organization name, address, and phone and email contact information.
3. Include your unique H&SS SOR3 Site ID, assigned to this site for GPRA data reporting.
4. Refer to the “Statement of Work” provided with your Subcontract Agreement, and fill out the invoice grid with the following information:

* Quarter #/Date Range
* Deliverable Description (per contract, copy from contract quarterly deliverables)
* Deliverable Amount
* Enter the total of line items in the “Total Fees” space at the bottom of the grid.

1. *Please be sure to verify your invoice total; an invoice with incorrect values will be returned to the subcontractor for re-submission.*
2. If your site has equipment budgeted and you did not spend the full equipment budget, the quarterly amount should be reduced by the unspent equipment amount. Only actual amount of equipment spending should be included on the invoice.
3. If your site has a budget for equipment purchases, itemize the purchases on the invoice, and attach all receipts for equipment purchased within that quarter.
4. Sign and date the invoice where indicated. Scan into PDF Format and email the invoice to:

1. **[ap2@ahpnet.com](mailto:ap2@ahpnet.com)**
2. Payment terms are 30 days from the date the invoice is received by A/P and approved by the project manager unless the Consulting Agreement specifies different terms. No invoice will be approved for payment if you have not signed and returned your Consulting Agreement to AHP, or if A/P does not have your signed W-9 form on file.
3. Questions or concerns regarding AHP’s invoicing and payment process may be directed to our Accounts Payable department at [**ap2@ahpnet.com**.](mailto:ap2@ahpnet.com)

## Advocates For Human Potential, Inc.

## **Hub and Spoke SOR3 Subcontractor Quarterly Deliverables Invoice (01/01/2023-06/30/2024)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **NAME:** |  | | | | |
| **ADDRESS:** |  | | | | |
| **CITY:** |  | **STATE:** |  | **ZIP:** |  |
| **TEL. #:** |  | **EMAIL:** |  | | |
| **Project #:** | **7545.01.003 (CA Hub & Spoke SOR3 Subcontractors)** | | | | |
| **Unique GPRA Site Identifier:** |  | | | | |

For description of deliverable services, refer to the Statement of Work included in your Subcontractor Agreement.

|  |  |  |
| --- | --- | --- |
| **Quarter #/Date Range**  (e.g.: Qtr 1:01/01-03/31/2023) | **Deliverable Description** | **Deliverable Amount**  (per contract) |
| Quarter:  Dates: | Equipment (Itemized list of purchases, if budgeted in contract):  Quarterly Deliverables: | **$**  **$** |
|  | **Total Amount Due:** | **$** |

*By signing below, Consultant certifies this is a true and correct report of the performance of services for Advocates for Human Potential, Inc., in accordance with the terms of the Agreement between the parties.*

Subcontractor Signature

Scan to PDF & email completed invoice & report to:

[**ap2@ahpnet.com**](mailto:ap2@ahpnet.com)

Payment terms are 30 days from AHP’s receipt & approval of the Invoice, unless otherwise specified in your Consulting Agreement.

Date Invoices received more than 30 days after completion of services may not be eligible for payment.

No invoice will be approved for payment if AHP does not have your executed Subcontractor Agreement and signed W-9 on file.