

STATE OF MONTANA <b>VENDOR INVOICE</b>		<b>Instructions to Vendor (Grant/Contract Recipient):</b> Return this invoice signed by the authorized representative. Attach backup documentation and business invoices listed below. Submit to your grant manager or DNRC Liaison.
<b>Fill out the areas in GREEN below.</b>		
<b>VENDOR'S NAME AND ADDRESS</b>		<b>BILLED TO</b>
		DNRC-CARDD PO Box 201601 Helena, MT 59620-1601
<b>Step 1: Vendor Name and Address</b> Write the name and address of the grant recipient in this space. This address should be the same one used for accounting.		Attn Grant Manager: _____

<b>PROJECT INFORMATION:</b>	
Grant Agreement Number:	Project Title:
Period of Performance:	Reimbursement Request Number:
<b>Step 2: Project Information</b> Enter the <u>grant agreement number</u> (e.g. RRG-12-3456), <u>project title</u> (e.g. Stream Restoration), <u>period of performance</u> (time invoices cover) and <u>reimbursement request number</u> (the number of times reimbursement has been requested from DNRC). Include the <u>grant manager</u> name above.	

<b>DESCRIPTION OF GOODS DELIVERED OR SERVICES RENDERED:</b>				
Name of Business/Vendor	Invoice Number	Dates of Service/ Invoice Date	Budget Category / Task Number and Description (see Grant Agreement Attachment B Budget)	Amount

<b>Step 3: Description of Expenses</b> This part of the vendor invoice should read like a table of contents to the invoices submitted for reimbursement. List the invoices by business/vendor name and invoice number. Use one line per invoice. Include the dates of service or date of invoice. Identify the budget category or task name and description from the Attachment B Budget of your grant agreement that the invoice will draw funding from. The amount should be the amount to be reimbursed by DNRC. The grant total should be the sum of invoices listed above.		
		<b>GRAND TOTAL</b>

<i>In signing below, I certify that this invoice is correct in all respects and that payment has not been received.</i>			
Recipient Authorized Official Name		Title	
Recipient Authorized Official Signature		Date Processed	

<b>Step 4: Vendor Signature</b> Have the grant recipients authorized representative sign and date this form. This should be the person whose name and signature is on the grant agreement or who has been identified to DNRC as a designated signatory.			
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<b>STATE USE ONLY</b> <b>APPROVED FOR PAYMENT</b>			
Authorized Signature		Date Signed	