

# COLLEGE/DISTRICT LETTERHEAD/LOGO

## INVOICE

Date:

Invoice No.:

Name

Address:

City:

State:

Zip:

Attn:

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**Bill To:** Rancho Santiago CCD (RSCCD)  
Attn: Sarah Santoyo  
2323 North Broadway, Ste. 201  
Santa Ana, CA 92706

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Grant Number:

Fiscal Agent Sub-Agreement Number:

Chancellor's Office Project Monitor:

Payment Type:     Advance Payment             Progress Payment             Final Payment

Other Payment (describe):

Description of Work and Dates Services Rendered:

**Total Amount Due: \$**

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**District/College Accounting Office Contact:**

**District/College Program Contact:**

Name:

Name:

Title:

Title:

Email:

Email:

Phone number:

Phone number:

**Please send payment to the address above.**

## Instructions for Invoice Template

All invoices must be submitted electronically to the Fiscal Agent in-box ([Gil\\_Maria@rsccd.edu](mailto:Gil_Maria@rsccd.edu)). The e-mail subject line must state "Invoice Enclosed - K14TAP\_[Region]\_[District]".

Example: Invoice Enclosed - K14TAP\_BayArea\_ContraCostaCCD

If you are submitting a corrected invoice, please state it in the subject line: "REVISED Invoice Enclosed - K14TAP\_[Region]\_[District]".

Below are additional details about each field. If you have any questions about this Invoice Template, please contact your CCCCCO Program Contact/Monitor or the Fiscal Agent at [Gil\\_Maria@rsccd.edu](mailto:Gil_Maria@rsccd.edu).

**Letterhead/logo** - Insert letterhead or logo image.

**Date** – Enter the date the invoice was created.

**Invoice No.** – Enter an invoice number to be used for internal purposes by the community college district/college.

**Name** – Using the drop down list to select the District name or enter information manually. The name must match the name listed on the sub-agreement with the Fiscal Agent.

**Address** – Enter the District address which should match with the address listed on the sub-agreement with the Fiscal Agent.

**Grant Number** – Enter the grant number provided by the Project Monitor.

**Fiscal Agent Sub-Agreement Number** – Enter the sub-agreement number listed on the page footer of the sub-agreement with the Fiscal Agent.

**Chancellor's Office Project Monitor** – Enter the name of the Chancellor's Office Project Monitor. If unknown, enter the Program Name.

**Payment Type** – Identify the payment type (advance, progress, final or other payment). If other payment is clicked, provide a brief description of the payment type.

**Description of Work and Dates Services Rendered** – Provide a description of the work performed and the dates of services rendered.

**Total Amount Due** – Enter the amount invoiced to CCCCCO.

**District/College Accounting Office Contact Information** – Identify an accounting office contact.

**District/College Program Contact Information** – Identify a program contact who can address questions about the work performed.