

INVOICE SUBMISSION COVER SHEET

The questions listed below are representative of the screen that will be seen in AmpliFund when an invoice is submitted to DED.

An Authorized Representative from a Subrecipient or Successful Applicant will log into their AmpliFund account, and if necessary, choose the appropriate project for this request for funds. The AmpliFund record will have the project budget, activity budgets (if applicable), the sequential number of this request for payment, DRGR number, ACH payment information, and other details and documents associated with that project. Note that payment requests are expected to be monthly, or a minimum of \$5,000, except for final payment requests. All periodic reporting required of Subrecipients and Successful Applicants (QPRs, M/WBE, Section 3, etc. as applicable) must be up to date before the invoice can be paid. All invoice requests must be for actual expenses incurred, with supporting documentation. No advanced payments will be made.

All questions noted with an asterisk (*) must be completed by requesters, and those without should be answered when applicable.

1. (*) What is the payment request amount?
2. If there are multiple activity or line-item budgets, what amounts are associated with each line?
3. (*) Time period of this invoice
4. Effective dates of the contract this work is being done under
5. Vendor or contractor's invoice number
6. (*) Which vendor, contractor, or beneficiary the funds will go to?
7. (*) Has any program income been created by this project?
8. What are the details of that program income?
9. (*) Is this a first payment request for this project?
10. (*) Is this a final payment request for this project?
11. (*) Give a description of backup documentation being uploaded with this request
12. Additional notes or context of this invoice