

## Invoice Submission/Contract Financing Request and Contract Financial Report

Invoice/Financing Request Instructions and Contract Financial Reporting for NIH Cost-Reimbursement Type Contracts, NIH(RC)-4, are attached and made part of this contract. The instructions and the following directions for the submission of invoices/financing request must be followed to meet the requirements of a "proper" payment request, pursuant to FAR 32.9. These instructions also provide for the submission of financial and personnel reporting required by HHSAR 342.7002.

- I. Invoices/financing requests shall be submitted as follows:

An original and two copies to the following designated billing office:

\_\_\_\_\_  
Name of Contracting Officer

\_\_\_\_\_  
Name of Institute, NIH

\_\_\_\_\_  
Building

\_\_\_\_\_  
Room

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

2. Inquiries regarding payments should be directed to the designated billing office, (301) \_\_\_\_\_-\_\_\_\_\_.