

Use your County letterhead.

Sample Invoice Form for WMAs

INVOICE

Invoice date: 6/1/08

Billing period: March 15, 2008 – May 1, 2008

Contract #: 00-0001

Bill to:

Department of Food and Agriculture
Attention: Terrance Lorick
1220 N Street Room 341
Sacramento, CA 95814

Payable to:

County of Fullaweeds
Garth Johnson
123 Main Street
Thistleville, CA 99999

Total due this invoice: \$11,750.00

		FY 08/09
Tasks for Action 1	Date	Cost
Task 1: Purchase chemical	3/15/08	\$2,000 (10 gallons @ \$200 /gallon)
Task 2: spray 40-60 acres	03/1/08 – 05/1/08	\$2,300 (Seasonal: \$10/hr for 80 hrs; Ag Biologist: \$15 /hr for 100 hrs; 5% benefits)
Task 3: Monitor success of spray	7/15/08 and 9/15/08	\$0 (monitoring will occur in July and September)
Tasks for Action 2	Date	Cost
Task 1: purchase mower	4/1/08	\$1200 (Single blade flail mower, purchased from Mowers Inc. in Thistleville, CA on April 1, 2008)
Task 2: mow 25 acres	4/15/08	\$6250 (Seasonal: \$10/hr for 250 hrs; Ag Biologist: \$15 /hr for 250 hrs; 5% benefits)
Task 3: Monitor success	7/15/08 and 8/15/08	\$0 (monitoring will occur in July and August)
INVOICE Total		\$11,750

***Total In-Kind Spent this period: \$13,126.23**