# Advocates for Human Potential, Inc. (AHP)

# Hub and Spoke SOR4 Subcontractor Bridge Funding Invoice (7677.01)

**Please see instructions for invoice completion on page 2 of this document**

|  |  |
| --- | --- |
| **Subcontractor Full Business Name:** |  |
| **Mailing Address:** |  |
| **City, State, Zip Code:** |  |
| **Telephone Number:** |  |
| **Preparer Name & Email:** |  |
| **Project Name / Code:** | **CA Hub & Scope SOR4-Bridge Period (10/01/2024-01/31/2025) –****7677.21** |
| **Unique GPRA Site ID:** |  |

|  |  |  |
| --- | --- | --- |
| **Date Range** | **Deliverable Description** | **Amount Due**(per spending authorization) |
| 09/30/2024-01/31/2025 |  Bridge Funding Period Deliverables including: |  |
|  |  **Total Amount Due:** | **$** |

*By signing below, subgrantee certifies this is a true and correct report of the performance of services for Advocates for Human Potential, Inc., in accordance with the terms of the Agreement between the parties.*

##  **Subcontractor Signature**

##  **Name of Signer**

Scan to PDF or create a PDF document and email completed invoice & report to: **ap2@ahpnet.com**

Payment terms are 30 days from AHP’s receipt & approval of the Invoice, unless otherwise specified in your Agreement.

 **Signature Date** Invoices received more than 30 days after completion of services may not be eligible for payment.

No invoice will be approved for payment if AHP does not have your executed Subcontractor Agreement and signed W-9 on file.

# Advocates for Human Potential, Inc.

## **Instructions for CA Hub and Spoke SOR4 Subcontractor Bridge Funding Invoice**

1. Invoices are to be completed and submitted to AHP promptly upon completion of deliverables. ***The Hub & Spoke SOR4 Bridge Funding period invoices are due no later than February 15, 2025.***
2. Complete the top portion of the invoice with your organization name, address, phone number, preparer name, and email of preparer.
3. Include your unique H&SS Site ID, assigned to this site for GPRA data reporting.
4. Sign, include signer name, and date the invoice where indicated.
5. Scan or save the invoice into PDF Format and email the PDF version of your invoice to:

**ap2@ahpnet.com**

1. Payment terms are 30 days from the date the invoice is received by A/P and approved by the project manager unless the Consulting Agreement specifies different terms. No invoice will be approved for payment if you have not signed and returned your Consulting Agreement to AHP, or if AHP Account Payable does not have your signed W-9 form on file. Valid W-9 Forms are required for invoice processing.
2. Questions or concerns regarding AHP’s payment processing, and application for Electronic Funds Transfer (EFT) payments may be directed to our Accounts Payable department at **ap2@ahpnet.com**.