

Invoice

Sunnytown Police Department
123 Happy Avenue
Anytown, FL 12345
555-555-5555

Date: **August 1, 2017**
 Invoice #: **101**

To: Center for Urban Transportation Research at USF
 ATTN: Alex Cruz
 4202 East Fowler Avenue, CUT 100
 Tampa, FL 33620-5375

P.O. Number

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Hours	Employee Name / Description	Overtime Rate	Line Total
12.00	John Doe	\$ 50.00	\$ 600.00
10.00	Jane Smith	\$ 55.00	\$ 550.00
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			\$ -
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			\$ -
			\$ -
			\$ -
			\$ -
22.00	TOTAL HOURS	TOTAL DUE	\$ 1,150.00

Inclusive Dates of Service from 7/6/2017 to 7/20/2017

By signing below, you certify that the officers listed on the attached personnel timesheets meet the minimum requirements for the hours to be counted as overtime. You also certify that all costs are true and valid costs in accordance with the agreement, deliverables were received and accepted.



Authorized Agent Signature

Personnel Timesheets and payroll, as outlined in the contract, must accompany this invoice.
Activity reports also must be submitted through the online detail reporting form: <https://goo.gl/Fw20Xr>
Invoices will not be paid until all required backup documentation has been received.