

Appendix E--Invoice

Date: _____

Re: **Grant Category:** _____

Arts Commission Resolution No. _____ **Grant No.** _____

GRANTEE: _____

Payee Address: _____

Pursuant to Section 5.3 of the Grant Agreement (the "Grant Agreement") between the undersigned ("Grantee") and the City and County of San Francisco, Grantee hereby requests a disbursement of Grant Funds as follows:

Disbursement No. (1 st , 2 nd , 3 rd etc.)	_____
Maximum Amount of Grant Funds Specified in Section 5.1 of the Grant Agreement:	\$ _____
Total of All Grant Funds Disbursed Prior to this Request:	\$ _____
Amount of this Disbursement:	\$ _____
Balance of Grant Funds Available After this Request	\$ _____

Grantee certifies that:

- (a) The total amount of Grant Funds requested will be/have been used to pay Eligible Expenses, as described in Appendix A.
- (b) Reimbursable funds were expended within the eligible grant window. If project activities continued beyond the grant window, an extension request has been filed with Community Investments staff.
- (c) Final documentation of expenses includes true and correct copies of all required documentation of these Eligible Expenses.
- (d) Grantee has not defaulted on the grant; and
- (e) The undersigned is an Officer of Grantee authorized to execute this Funding Request on behalf of Grantee.

Signed: _____ Title: _____

Print name: _____ Phone: _____

Do not write below this line, for staff use only:

Invoice number: _____ Date received: _____ Final Report: _____

Approved by: _____