INSTRUCTIONS FOR SAMPLE INVOICE
1. Fill in the following information that will remain unchanged on all invoices under this contract:
   a. "University's Subaward PO No." – Enter number found on the Subaward Agreement page entitled "Subaward P.O. No."
   b. "University of Iowa's G/P NO." – Enter number found on the Subaward Agreement page entitled "G/P No."
   c. "Subaward Period of Performance" – Enter period of time found on the Subaward Agreement page entitled "Subaward Period of Performance"
   d. "Project Title" – Enter the project title found on the Subaward Agreement page entitled "Project Title"
   e. "Contract Amount" – Enter amount found on the Subaward Agreement page entitled "Est. Total"
   f. "Collaborator's Reference No." – Enter the number that your organization uses to identify the project, or leave blank if you do not use one; this is for your reference only.
   g. "Line Item Budget Categories" – List the line item categories, according to your approved budget attached to the contract.
   h. "Budget" – List the category budget amounts, according to your approved budget attached to the contract.
   i. Under "Signature of Preparer" at the bottom of the page, enter your name and title, phone number and e-mail address.
   j. "PLEASE REMIT PAYMENT TO" – Enter the address where the checks should be sent.

2. Fill in the following information that will change from invoice to invoice:
   a. "DATE" (at top, left-hand corner) – Enter today's date.
   b. "Invoice No." (at top, right-hand corner) – Start with '1' for first invoice, '2' for second invoice, etc.  For Final invoice, put 'FINAL'.
   c. "Invoice Period" (in box at center of page) – Enter the period of expenses for which you are reporting.
   d. "Current Billing" – Enter your expenses, according to the Line Item Budget Categories; also include the Subtotal and Grand Total amounts.
   e. Enter the Grand Total amount in the space that reads "Total payment requested for costs incurred:"
   f. "Cumulative Billing" – Enter the total of the Current Billing plus prior billings for each Line Item Budget Category.
   g. "Current Cost Share" – If applicable, enter your cost share expenses, according to the Line Item Budget Categories.
   h. "Cumulative Cost Share" – If applicable, enter the total of the Current Cost Share plus prior billings for each Line Item Budget Category.
3. Review invoice for accuracy.
4. Print invoice on your company's letterhead.
5. Sign invoice where it reads "Signature of Preparer" and mail to The University of Iowa (address is given on invoice).