



HRSA RCORP March 2022: Invoice & Expenditures Guidance Document

Key Information:

With your invoice for the first half of Year 3, all community agencies must submit two documents:

1) Invoice

- a. This information is only for those who have not invoiced during Year 3. If you are invoicing monthly, please follow your current protocols. If you have questions, please reach out to Holly/Matt.
- b. Please submit the final invoice for all expenses that you have incurred or that you expect will incur for the time period of September 1, 2021 – February 28, 2022 by Thursday, March 31, 2022 at 5:00pm.
- c. Please utilize the same format for your invoice that you have been using for the entire grant period, there is no need to change the format.
- d. Please remember to invoice for the indirect costs if you had those in your budget. You do not need to provide a line-item justification for the indirect charges. You can simply invoice for them.
- e. Please let us know how we can support you and/or your fiscal teams in moving forward with a final invoice.

2) Core Activity Expenditures

- a. Please complete the attached table regarding your expenditures within each core activity.
- b. We do not need you to account for staff salary and benefits. We only need to see any expenditures that you made that support your work on the HRSA Core Activities. For example, if you spent \$1200 on Narcan kits, then you would indicate that in Core Activity Prevention #1.
- c. Note, you will not account for your entire budget within this spreadsheet. You are just accounting for items that you purchased to support your community's effort on the Core Activities.
- d. Please let us know how we can support you and/or your fiscal teams in moving forward with completing the table.