**Contract/P.O. Invoice Transmittal Memo**

**August 17, 2017**

|  |  |
| --- | --- |
| TO: | Contract & Grants *OR* General Services *(Choose One)* |

Name Role

|  |  |
| --- | --- |
| *(Name)* | *(Optional)* |
| *(Name)* | Task Manager *(If Applicable)* |
| *(Name)* | Contract Manager |

Please process the attached invoice for expenditures incurred during the period of performance below**.**

Additional Comments: *(ex: expedite; withhold liquidated damages; release retainage; PO is expired;*

*justification of special equipment; etc.)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project Name** |  | | | |
| **Vendor Name** |  | | | |
| **Vendor Invoice No.** |  | | | |
| **Invoice Amount** |  | | | |
| **Period of Performance** | **From:** |  | **To:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Legacy References** | | **LaGov References** | |
| **DNR Contract No.** |  | **LaGov Contract No.** |  |
| **Task No.** |  | **Purchase Order No.** |  |

Appropriate charges should be applied to:

(Repeat the following table for each PO/Invoice Line Item.)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Project Accounting Information** | | | | | | | |
| **P.O. Line** | **WBS** | **Fund** | **Cost Center** | **Grant** | **Internal Order** | **G/L Account** | **Amount** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

If you have any questions or need any additional information, please contact me at ###-###-####.

cc: Project Manager(s)