

***Title IV-E Stipend Program  
Fiscal Year 2017-2018 Invoice  
Due Dates***

| <b>Quarter</b> | <b>Months Included in Quarter</b> | <b>Invoice Due Date</b> |
|----------------|-----------------------------------|-------------------------|
| Quarter 1      | July 2017 – September 30, 2017    | October 31, 2017        |
| Quarter 2      | October 2017 – December 31, 2017  | January 31, 2018        |
| Quarter 3      | January 2018 – March 2018         | April 30, 2018          |
| Quarter 4      | April 2018 – June 2018            | August 15, 2018         |

***Invoices must include the following:***

- ✓ Budget to Actuals Spreadsheet (BASS Sheet)
- ✓ Quarterly Match Report (QMR)
- ✓ Invoice Backup Template
- ✓ Detail transaction ledger that exactly matches the above three documents, signed by the PI, with the following language: “I have reviewed the expenditure detail for this invoice to determine the allowability of the charges to this project and certify that the salaries and wages included on this invoice are an actual representation of actual time worked.” This is a CMA requirement.
- ✓ CSIS Report that has been reviewed and approved by the Project Coordinator, and any changes noted. (PC signature required)
- ✓ Invoice Cover Sheet that contains the following:
  - Is printed on school letterhead paper
  - Remit address for stipend program reimbursements
  - Unique invoice number
  - Invoice date
  - Total amount to be reimbursed
  - Signed by an authorized official