



Exhibit Y: Invoice Requirements

1. GRANTEE shall submit invoices to FIRST 5 in a manner, on a schedule, and by the deadlines set out in the Agreement and Exhibit Z to the Agreement.
2. This Exhibit Y elaborates on invoice-related requirements contained in Exhibit Z to the Agreement. To the extent of any inconsistency between Exhibit Z and this Exhibit Y, the terms of Exhibit Z shall control.
3. Invoices shall include an Invoice Cover Page; GRANTEE's name; contract name contract number; invoice date; billing period; total invoice amount; year-to-date expenditure and remaining contract balance.
4. GRANTEE shall include with its invoice the Expenditure Documentation required by Exhibit Z.
 - a. Except as otherwise directed or agreed by FIRST 5 in writing, Expenditure Documentation for personnel costs must include a payroll register report. A payroll register report will typically take the form of a Microsoft Excel spreadsheet that, for each person whose personnel costs are invoiced, lists the following information: name, position, actual pay for each pay period, and FTE. For example, if the payroll record shows an employee \$5,000 earned during the billing period, and GRANTEE is charging 0.25 FTE of that employee to the Agreement, the spreadsheet should indicate $\$5,000 \times 0.25 \text{ FTE} = \$1,250$.
 - b. Any Expenditure with an invoice must be appropriately and clearly labeled with reference to each line-item expense in the budget.
5. Gift Cards. If and to the extent GRANTEE purchases, procures, obtains, distributes, or in any way uses cash, gift cards, or other cash equivalents (collectively, "Gift Cards") in connection with performance under this Agreement, and seeks payment or reimbursement from FIRST 5 for any cost associated with the Gift Card, then GRANTEE shall certify on the invoice that:
 - a. Any amount invoiced pertains to a Gift Card that was actually purchased, procured, or otherwise obtained by GRANTEE and that was actually distributed to a person;
 - b. GRANTEE's purchase and distribution of the Gift Card is in furtherance of, consistent with, and pursuant to this Agreement; and
 - c. GRANTEE has gathered and maintains all Expenditure Documentation required for Gift Cards, including the Expenditure Documentation described in Subparagraph II.A.1.d.ii of Exhibit Z.



Invoice Cover Page

Agency: _____

Program Name: _____

Contract Number: _____

Invoice Date: _____

Billing Period: _____

Total invoice amount: _____

Line Item	Budget FY 24/25	Current Expenditure	Year to date Expenditure	Remaining Balance
I. Personnel				
1. Staff 1				
2. staff 2				
3. staff 3				
4. staff 4				
5. Fringe Benefits Percentage (%)				
Total Personnel				
II. Other Expenses				
6. Facility				
7. Office & Program Supplies				
8. Equipment and Maintenance				
9. Travel				
10. Miscellaneous				
Total Other Expenses				
11. Indirect cost (%)				
Total Personnel + Other Expenses + Indirect				

Authorized Representative Signature: _____

Date: _____

Print Name and Title: _____