RAMSEY COUNTY WORKFORCE SOLUTIONS
ARPA Invoice Form

ıbrecipient Name: **ABC Company**
brecipient Address: 123 Main Street, Anytown, MN

Prepared by: TBD
Phone #: TBD

E-mail: TBD
Date: 7/21/2021

Grant Name: **WS-ARPA-000**
Grant Period From: 07/08/2021
To: 12/31/2021
Current Report Month:

Invoice #:

1. Enter the month you are invoicing for here

INSTRUCTIONS: Only enter expenses/information in the PEACH filled cells.
Invoice has been formated for your conveience.
Update name and address on Budget Mod. Tab

2. Enter your company created invoice # here

3. Enter the period you are invoicing for here

Current invoi

	Budget	Prior Expenditures	Current Expenditures	Cumulative Expenditures	Year % Remaining Budget Balance	Balance Percent	Invoice # =			
							Rpt Inv =			
Overhead Costs										
Salaries	2,000.00	-	-	-	2,000.00	100%				
IT	500.00	-	-	-	500.00	100%				
Rent	-	-	-	-	-	0%				
Supplies	-	-	-	-	-	0%				
Other (list):	-	-	-	-	-	0%				
Other (list):	-	-	-	-	-	0%				
Other (list):	-	-	-	-	-	0%				
Other (list):	-	-	-	-	-	0%				
Other (list):	-	-	-	-	-	0%				
Other (list):	-	-	-	-	-	0%				
Other (list):	-	-	-	-	-	0%				
Direct Overhead Subtotal	**2,500.00**	-	-	-	**2,500.00**	**100%**	-	-	-	-
Direct Program Services										
Salaries			-	-	20,000.00	100%				
Fringe	-	-	-	-	-	0%				
Employee Development Training	1,000.00	-								
Supplies	-	-								
Other (list):	-	-								
Other (list):	-	-								
Other (list):	-	-								
Other (list):	-	-								
Other (list):	-	-								
Other (list):	-	-								
Other (list):	-	-								

4. Enter any expenses for the current month for each applicable line item. Each invoice period uses a new peach column (e.g. July 2021 in column J, August 2021 in column K)

5. Totals will populate here as entered

6. After all expenses are entered in the corresponding line items, sign and date in the peach cells at bottom of sheet. Then "save as" using Contract ID, Organization, Invoice Period (e.g. WS-ARPA-000 ABC Company, July 2021) and email as an attachment to the addresses listed at the bottom of the invoice. Please send only one invoice per email and repeat the file name in the email subject line (e.g. WS-ARPA-000 ABC Company, July 2021)