

# SAMPLE

Invoice between the LEA and the Third-Party Contractor



## Awesome Brains Company

123 Tutoring Lane  
Smart, FL 90003  
(850) 000-4321  
(850) 000-1234

## INVOICE

Invoice Number:  
LC000456

Invoice Date: April 1, 2012  
Due Date: April 25, 2012

### Customer:

Lucky County Schools  
456 Education Drive  
Wisdom City, Florida 30009

Total Reservation: \$21,500.00  
Remaining Balance: \$ 3,960.00

### Monthly Billing for Title I – Non-Public Programs

Service	Description	Original Balance	Current Balance	Current Expenditure	Remaining Balance
Instructional Costs	3/1 -3/30, 2012: Tutoring 3x per week, 2hrs. per day = 6hrs per week; 4 weeks x 6 hrs =24 hrs. \$70.00/hr. pay to Ms. Ima Teacher for 13 students	\$15,120.00	\$5040.00	\$1,680.00	\$3,360.00
Professional Development Costs		\$2,000.00	\$200.00	-----	\$200.00
Parental Involvement Costs	3/30/12 Parent Seminar on "Summer Suggestions" 2 hrs	\$1,500.00	\$300.00	\$300.00	\$0.00
Administrative Costs	3/1 – 3/30, 2012 director salary, office supplies	\$1,800.00	\$600.00	\$200.00	\$400.00
<b>Totals:</b>		\$21,500.00	\$6,140.00	\$2,180.00	\$3,960.00

**Amount Due as of this Invoice: \$2,180.00**

### Notes

Final professional development for Title I teachers, "Help Students Read to Remember," is scheduled for 4/20/12 @ 4:00 -5:30 pm.  
All Parental Involvement Costs have been expended.

### Documentation

Instruction: Attached are monthly sign-in sheets, PARs for tutors, schedules, and lesson plans.  
Professional Development: None conducted this month  
Parental Involvement: Attached are the seminar sign-in sheets and agenda.  
Administrative Costs: Attached is a supply invoice and director's PAR.