**ATTN:** [NNLM Invoicing contact(s)]

[NNLM Invoicing Address]

[Project Name]

[Principal Investigator Name]

[Institution Name]

[Mailing Address]

**Federal or EIN/Tax ID Number:** *if applicable; Contact your institution’s office of business administration if unknown*

**DUNS Number:** *if applicable; Use the* [*Dun & Bradstreet DUNS lookup*](https://www.dnb.com/duns-number/lookup.html) *if unknown*

**Additional ID Number:** *PO, chart string, or subawardee number, if provided by the ROC*

**Award Type:** *e.g. Outreach, Professional Development, etc.*

**Invoice budget period:** *e.g. May 1-31, 2021*

**Period of Performance:** *e.g. May 1, 2021-April 30, 2022*

**Date of Invoice Submission:** *MM/DD/YYYY*

| **Quantity** | **Description** | **Unit Price** | **Line Total** |
| --- | --- | --- | --- |
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|  |  |  |  |
| **Total** | | |  |

**Checks payable to:** [Billing Address]

**Total Award amount:** *the total amount of funding approved for your project*

**Funds expended:** *the total amount of funds expended at the time of this invoice*

**Funds remaining:** *the total amount of funds remaining at the time of this invoice*