**Sample**

Your institution name

Mailing address

Federal ID Number

University of Maryland, Baltimore

Network of the National Library of Medicine

Attn: Colette Beaulieu

601 W. Lombard St.

Baltimore, MD 21201

Today’s Date

Invoice

Name of PI

Professional Development Award

Computers $500.00

Travel $500.00

Other Rental/Materials $500.00

Total Amount Due $1500.00

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Your institution

(Note Remit to Address Must Match Address on MOU)

Mail to:

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