

VOCA Invoice Instructions

1. Please notice the new way to enter your invoice number – VOC is auto filled in for you, you will then enter the last 2 digits of the calendar year we are in, the last 3 digits of your contract number, and the number sequence (01, 02, or 03 etc...) **Example:** It is calendar year 2020, the last three digits of the contract number are “025”, and this is the fifth invoice submitted. The invoice number would be **VOC2002505**.
2. You will notice a drop down box for the Contract Funding Period. Select the grant year (FY17, FY18, FY19) and period the money is being invoiced from (you will need to refer to your Award Budget Form)
Example: If your Award Budget Form says Nov. 1, 2019 - June 30, 2020 (Period One) with funds allocated in FY 2018, you would select “**FY 18, Nov, 1 2019 – June 30, 2020**”.
3. Contract Period Award Amount – Enter the amount of the funds awarded in the first period, Nov, 1 2019 – June 30, 2020. When invoicing for the second period, enter the amount of funds awarded for the 2nd period. When invoicing for the third period, enter the amount of funds awarded for the 3rd period.
4. Funding Period Expenditures to Date: Enter the total amount invoiced since Nov. 1, 2019 to date (include the current month’s invoice amount). The Remaining Funding Period Balance will auto calculate how much funds you have left for the rest of the period. **Example:** If my total award for period one is \$250,000.00 and my total expenditures to date are \$125,000.00 (including this invoice), it will auto calculate that I have \$125,000.00 left to spend for Period 1.
5. The Organization Contract Match Amount – This is the match amount for the Total Contract Period. (This can be found on your Award Budget Form under “Match Amount”). The Match Amount Expended is the total match amount invoiced since Nov. 1, 2019 to date (including the current month’s match amount). The Remaining Match to Meet will auto calculate. **Example:** If the match amount is \$25,000.00 and the expended match to date is \$5,000.00 (including this invoice), the remaining match to meet is \$20,000.00 for the Total Contract Period.