

Invoice Guidelines & Form

When submitting an invoice to BC Hydro, BCRP for payment, the following information should appear on, or be included with, the invoice:

1. The successful applicants legal name and address as shown on the Grant Application and Contribution Agreement. The Cheque will be made payable to the Successful Applicant only.
2. Customer: BC Hydro, BCRP
6911 Southpoint Drive – E14
Burnaby, BC. V3N 4X8
ATTENTION: Janice Doane, Program Manager
3. Project No. (e.g. 04.As.46)
4. The pay period for which the invoice is issued. This must correspond to the same time period (dates) as the Progress Report. Submit one invoice only for each pay period.
5. Applicants who have a GST number (pay and collect GST) must record their GST number on the invoice and show the applicable GST as a separate line item on the invoice (see attached form).
6. Number each original receipt and list each receipt on the invoice as a separate line item.
7. Attach these original receipts to the invoice.
8. All expenses including Administration costs, incurred during the invoice period must be included.
9. Successful Applicants signature of approval.
10. Enclose the Progress or Final Report with the invoice and it's supporting documents.

 (Name of Successful Applicant)

 (Address of Successful Applicant)

 (Telephone and Fax)

Invoice No. _____

Date: _____

IMPORTANT: If you only have ADOBE Acrobat Reader, you will not be able to save this form. Ensure you print this form upon completion and before exiting the form. This form is set up with automatic formulas. The formulas will only work with the latest version of ADOBE Acrobat Reader.

.....**INVOICE**.....

Customer: BC Hydro Bridge Coastal Fish and Wildlife Restoration Program Attention: Janice Doane 6911 Southpoint Drive, 14 Floor Burnaby, B.C. V3N 4X8 Tel: 604 528-1857 Fax: 604 528-1857	Project # _____
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For the period from _____ to _____

Receipt #	Description	Sub-total (incl. PST)	GST	Total
1	e.g. ABC (Grantee)	\$1,000.00	\$70.00	\$1,070.00
2	e.g. BC Ferries, July 21, 2004 (3 rd Party Expense)	\$37.45	\$0.00	\$37.45
Sub-Total				
TOTAL				

GST# _____ Progress Report or Supporting receipts are attached

Final Report Attached

Authorized by: _____
 (Successful Applicants Signature)