



Submitting Invoices

When submitting an invoice to BC Hydro, FWCP Coastal 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, FWCP Coastal
6911 Southpoint Drive – E11
Burnaby, BC V3N 4X8
Attention: Scott Allen, Program Manager Coastal Region
3. Contract No.
4. Invoice No.
This number must be an original number that has not been used by the proponent on past invoices. We suggest using the format FWCP2011-1, FWCP2011-2, etc.
5. Project No. (e.g. 10.ASH.01)
6. 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.
7. Applicants who have a GST/HST number (pay and collect GST/HST) must record their GST/HST number on the invoice and show the applicable GST/HST as a separate line item on the invoice (see attached form).
8. Number each original receipt and list each receipt on the invoice as a separate line item.
9. Attach these original receipts to the invoice.
10. All expenses including Administration costs, incurred during the invoice period must be included.
11. Successful Applicants signature of approval.
12. Enclose the Progress or Final Report with the invoice and the supporting documents.

The FWCP is a partnership of:

