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**PRODUCTIVE LIVING BOARD  
INSTRUCTIONS FOR THE INVOICE OF EXPENDITURES**

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**1. HEADINGS**

- A. "Billing Date" is the ending date of the monthly billing cycle. You will receive one invoice a month.
- B. "Voucher Number" is the number to the right of the Invoice of Expenditures heading. This is an internal number used to identify each invoice.
- C. "Project No." is the PLB's four-digit number assigned to your project.
- D. "Component No." is the PLB's two-digit number assigned to your project number.
- E. "Agency" is your agency's I.D. and name.
- F. "Beginning & Ending date" is the beginning & ending date of your project.
- G. "Last Activity" is the billing date of the last invoice entered into the PLB accounting system.
- H. "Type of Payment" will be: (G) Grants, (L) Loans, or (P) Purchase of Service.
- I. "Unit Cost" is the cost per unit for purchase of service projects only.
- J. "Project Year" is the fiscal year of funding.

**2. COLUMNS**

- A. "Account Name" are the line items approved in your proposal.
- B. "Account" is PLB's internal account numbers.
- C. "Ann. Budget" (annual budget) is the approved budget plus or minus any line item transfers.
- D. "YTD Actual" is year-to-date actual expenses as reported to the PLB on monthly invoices that have been processed.
- E. "YTD Budget" is the prorated annual budget.
- F. "Balance" is the remaining balance (annual budget minus YTD actual).
- G. "Requested Amt" is the amount of expenditures for the month you are requesting.

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**3. COLUMN TOTALS**

A. Each column is computer calculated. Please fill in the requested amount total.

**4. SIGNATURE**

A. The signature of the person preparing the form including printed name, date & phone number is required for processing.

B. The signature of an authorized person including printed name, title & date is required for processing.

**5. SUBMISSION OF INVOICE OF EXPENDITURES**

If the Invoice of Expenditures is for purchase of services, complete a purchase of service addendum and submit with the invoice. If Invoice of Expenditures is for a grant, submit an Invoice Summarization Sheet with the invoice. Please keep a copy for your records and send the original to the Office of Productive Living Services. We **WILL NOT** send a copy of a paid invoice unless there were any adjustments made to that invoice.

Invoices may be submitted to the Office of Productive Living Services as follows:

1. Send via regular mail.
2. Hand deliver to the Office of Productive Living Services office.

**Faxed invoices will not be accepted.**