

{please copy this form on School letterhead to verify.}

# INVOICE

Invoice TO: Tompkins Cortland Tech Prep  
TC3  
170 North St. / PO Box 139  
Dryden, NY 13053

Payable TO:           ? **Fill in who the check should be made out to  
and the mailing address.**

Please reimburse \_\_\_\_\_ School District for expenses incurred while  
carrying out our Tech Prep special project entitled \_\_\_\_\_.

Total Reimbursement amount is: \_\_\_\_\_

See attached Final Expenditures report for item by item detail.

Receipts and other documentation are attached.

Signed,

\_\_\_\_\_  
Business Office Manager

- **Business Office manager should sign the invoice.**
- **Project manager should sign final expenditure report.**

**PLEASE ATTACH the following documentation for each ITEM:**

- **Receipts**
- **Purchase Orders**
- **Order information from website / catalogue / district quote list / etc.**

**NO ITEM WILL BE REIMBURSED WITHOUT A RECEIPT!!**