

2021-22 Actual Costs Invoice

Please use this form to request payment for any costs that you estimated on your contract.

Oregon & SW Washington



This form may be turned in any time after the contract has been submitted, but **no later than 2 weeks** after the completion of the program. If actual costs exceed estimated costs by **any amount**, you must have the principal or site director sign below. All invoices for the 2021-22 school year must be submitted no later than **June 22, 2022 at 12pm**.

Artist Name:	Site Name:
Corresponding Contract #:	Start & End Dates:
\Box This is the final invoice for this contract	□ I plan to turn in additional invoices

ACTUAL COSTS

Please fill out this invoice with a complete description of the item/service cost (including travel if you included it in the estimated section of your contract). **Receipts are not required** and payments are considered part of the artist's fee for services.

Description	Cost

(Use a 2nd sheet if needed)

SIGNATURES

Artist's Signature

Principal Signature (or Site Director, if not a school) (needed only if actual costs exceed estimated costs)

PLEASE RETURN THIS FORM TO:

Young Audiences | 1220 SW Morrison Street, Suite 1000, Portland, OR 97205 | Email: josephine@ya-or.org

Total: \$

Date

Date