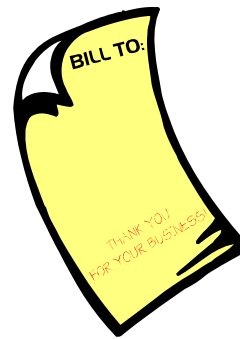


People First/MCDD



### Information Memo #3

## COMPLETING YOUR MONTHLY INVOICE SENDING YOUR MONTHLY INVOICE

Every month your Chapter will want to fill out your monthly invoice for expenses for your Chapter has had that month and send it into the Council offices for payment.

Your monthly invoice should be received by the 15<sup>th</sup> of each month so we have time to get a check back to your Chapter within 7 to 10 days. You can include on your invoice expenses your Chapter has had in the month, or expenses you know you will have the next month that you need the money in advance to pay for. Some examples of types of expenses to put on your invoice include:

- Advisor Costs
- Meeting Room Costs (if you have any)
- Travel Costs (for Senate meetings)
- Social activities costs (tickets to events, pizza party)

- Fundraising costs (tee-shirts, printed posters/flyers)

If you need to request some of your Chapters money before you need it for an activity that is fine. Be sure to save all the receipts from the items you buy with the advanced money to send to Council offices. The receipts will be what we call "back-up" for the money that was sent to you in advance and show that your Chapter spent the money on what you said you were going to spend it on.

When you have the monthly invoice ready to send to the Council offices be sure and have your Chapter President and Treasurer sign the invoice. You can send the monthly invoice to the Council in the following ways:

- Fax it to 1/406/443-4192
- Email it to [dee@mtcdd.org](mailto:dee@mtcdd.org)
- Send it through the regular postal service to MCDD, PO Box 526, Helena, MT 59624

IF you fax or email the monthly invoice, be sure and send the copy that shows the original signatures of your President and Treasurer to the Council through the regular postal service.

It is also a very good practice to keep a copy of your monthly invoice for your own accounting. When your check arrives from the Council keep the stub or bottom half of the check with your invoice, so you can see that you sent the invoice and we paid the invoice.

We have attached a copy of the blank monthly invoice form you can use. If you use a computer you can recreate this form on your computer if that is easier for you.

We have also attached a "sample" form that shows some expenses that you might need or want to include on your monthly invoice.

PLEASE REMEMBER, if you have questions on your monthly invoice don't hesitate to contact Council offices at 1/866-443-4332 (outside of Helena) or 443-4332 if you live in Helena. It won't cost you anything to call us and we're here to help you any way we can.

The Council has all the faith in the world in People First members and their Chapters - we know you can do this and we're here to help if you need us!