



Final Report and Invoice Guidelines

Revised 2020

Congratulations on your completed project! The following guidelines provide information to assist you in completing the invoice and final report.

Prior to the contract deadline, you will need to submit a brief final report accompanied by an invoice with copies of receipts, as well as a match report (please see the "Match Report Guidelines" for additional information on the match).

Creating an invoice (a sample is included below):

- Project costs are reimbursable up to the contract award amount. Invoices are required to process any reimbursable costs.
- Receipts and/or other documentation (such as a cancelled check or a record of volunteer hours) are required for the full amount requested.
- Invoices should be on organization letterhead and the word "Invoice" should be printed on the top of the document.
- The invoice should include the contract number (C20-xxx), subaward number on the contract (537014-777xx), and amount being requested, along with certification statement as required in 2 CFR 200.415 (add this statement to invoice):

"By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729–3730 and 3801–3812)."

Creating a final report:

- The final report is a brief written synopsis of the project and its outcome, and should include:
 - Number of volunteer hours for your project if applicable (please include names and number of hours worked)
 - Number of people reached by your project (such as the number of visitors, attendees, viewers, brochures printed, etc.)
 - A description of the final product
 - A copy or photos of the final product

Invoices and reports can be submitted to Laura Holder at laura.holder@mtsu.edu and Kym Stricklin at kym.stricklin@mtsu.edu. Hard copies of project deliverables such as brochures can be mailed to Laura Holder at 225 W. College Street, Murfreesboro, TN, 37130.

If you have any questions, please contact Laura Holder at (615)-812-2716 or Heritage Area staff at (615)-898-2947.

SAMPLE INVOICE

To: Tennessee Civil War National Heritage Area
From: Organization Name
Date:
Contract #:
Subaward #:
Re: Project name and/or final product (ex., Knoxville Civil War Driving Tour)

Dear TN Civil War National Heritage Area Staff,

The (Organization Name) has completed (Project name or final product), and our final report and match report have been submitted with this invoice. Please remit payment in the amount of (amount of allowable funds expended under the contract).

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729–3730 and 3801–3812).

Name of organization representative

Signature of organization representative