

AGENCY Letterhead

January 4, 2021

City of Bloomington - HAND  
Attn: Tonda Radewan  
401 N. Morton Street, Suite 130  
Bloomington, IN 47404

Attached is a statement of expenses incurred by AGENCY from the City of Bloomington 2020 Jack Hopkins Social Services Recover Forward Grant.

All supporting documentation is attached.

SAMPLE INVOICE

Item 1 description	\$XXX.XX
Item 2 description	\$XXX.XX
TOTAL:	\$XXX.XX

Please remit to:

Agency  
Attn:  
Address

Notes: Please make sure to include all documentation supporting your agency's claim for expenses outlined in the terms of the funding agreement; i.e., paid invoices, payroll reports, bank statements confirming payment of supplies, etc.

This is a sample. You are welcome to provide the information in whatever format is most efficient for your agency.