

VENDOR Letter Head

INVOICE NUMBER

Invoice Date:

Purchase Order Number:

Bill To:

District of Columbia Public Schools
Office of the Chief Financial Officer
1200 First Street NE, 11th Floor
Washington, DC 20002
Attn: Special Education Payment Unit
Email to: dcps.invoices@dc.gov

Copy To:

Kenyetta Singleton
Program Manager
Office of Specialized Instruction
District of Columbia Public Schools
1200 First Street, NE
Washington, DC 20002
E. Kenyetta.Singleton@dc.gov

Service Period: 1/1/2015- 1/31/2015

Contractor Name	Position	Hours	Rate	Current Amount
Jane Doe	SLP	140	1.00	140.00
Invoice Total				140.00

Send Payment to:
Address

Questions or Comments Contact:
Contact Information
Address
Telephone Number