

KIDS FIRST Invoice Cover Sheet



This Cover Sheet, all Workshop Profiles and original receipts have to be sent to the Kids First office by the 20th of each month.

Name: _____

New Address Address: _____

City: _____ State _____ Zip _____

Phone: _____

Please complete the information below for each workshop being submitted for payment. You can assist us by listing the receipt amount(s) for each workshop so we know what was spent for each event.

Date of Workshop	School/Site	Workshop Fee		Receipts <i>Please list dollar amounts for each receipt & attach</i>		Total <i>Workshop Fee + Receipts</i>	Code- <i>Office Use</i>
		\$	+	\$	=	\$	
		\$	+	\$	=	\$	
		\$	+	\$	=	\$	
		\$	+	\$	=	\$	
		\$	+	\$	=	\$	
		\$	+	\$	=	\$	
		\$	+	\$	=	\$	
		\$	+	\$	=	\$	
						Total Payment Due	\$

Approved by: _____

Example:

6/1/05	Agnes Little Elementary, Pawtucket	\$50.00	+	\$10.30	=	\$60.30
--------	------------------------------------	---------	---	---------	---	---------



5 Richmond Square • Providence, RI 02906
 (401) 751-4503 • Fax (401) 421-0248
 Email: medeluca@kidsfirstri.org • www.kidsfirstri.org