



Commonwealth of Massachusetts
Executive Office of Energy & Environmental Affairs

Department of Environmental Protection

Division of Municipal Services 627 Main Street Worcester MA 01608 508 792-7470

DEVAL L. PATRICK
Governor

TIMOTHY P. MURRAY
Lieutenant Governor

RICHARD K. SULLIVAN JR.
Secretary

KENNETH L. KIMMELL
Commissioner

Invoice (Payment Voucher)

Project Number and Name:

Grantee:

Vendor Code:

Contract Number:

Invoice number:

For period beginning: _____ through _____

Contract amount:	\$		
Previous billing:	\$		
Billing to date (total):		\$	
Amount this invoice	\$		
Salary amount:		\$	
Subcontractual amount:		\$	
Supplies and Misc:		\$	
Less 10% retainage		\$	
Payment due			
Remaining balance	\$		

Notes:

Prepared by: _____ date: _____

Project total: \$

Match obligation: \$

M/WBE goals: 3.4% DMBE/ 3.8% DWBE

Required attachments:

- Backup information consistent with Contract budget (Scope of Work Attachment B), e.g., salaries and rates, subcontractor services, equipment/supplies invoices, etc.
- Payment Voucher Attachment Form for Reporting DM/WBE, signed original
- Match Certification Form, signed original