



CounterPulse Invoice Form

Revised: January 2020

Person/Vendor to be Paid: _____

Address: _____

One Time Payment: _____ Recurring Payment: _____ Dates: _____ Amounts: _____

All Payments as an Independent Contractor Require a W9 form

Attach ALL original receipts to this form

Item #	Account # See list below	Vendor	Expense Description please include name of project and Contract # if applicable.	Grant	Class	Amount
1						
3						
4						
5						
6						
7						
8						

Name: (Person filling out form) _____ Total: _____

Signature: (Project Manager) _____ Date: _____

***Account #'s:**

Professional Fees

- 6-2400 Fundraising professional
- 6-2500 Contract Program Staff
- 6-2600 Interns
- 6-2700 Professional Development

Artist Fees

- 6-3100 Artist Commissioning Fee
- 6-3200 Performer/Artist/Cur
- 6-3300 Designer

Technical Fees

- 6-4210 Tech Crew
- 6-4230 Videographer/Photog
- 6-4240 House Manager

Advertising and Marketing

- 6-6100 Website Hosting
- 6-6200 Publicist/Graphic Design
- 6-6400 Advertising
- 6-6500 Bulk Mailing

Production and Exhibition

- 6-5100 Theater Equipment
- 6-5150 Theater Expendables
- 6-5350 Licenses and Permits
- 6-5200 Set/Props/Costumes/Other
- 6-5350 Licenses and Permits
- 6-5400 Travel
- 6-5500 Lodging and Meals
- 6-5600 Audience Hospitality(Give Away)
- 6-5700 Artist Hospitality
- 6-5800 Staff/Intern Appreciation
- 6-9100 Concessions (For Sale)

Office Expenses

- 6-8100 Office Supplies/Copies
- 6-8200 postage and Shipping
- 6-8300 Telephones
- 6-8400 Bank Fees
- 6-8600 Dues and Subscriptions

Facilities

- 6-7100 Rent
- 6-7200 Supplies and maintenance
- 6-7300 Utilities

***Classes**

- 10 General Operating
- 13 Rental Program
- Producing Programs**
- 20 ARC General
- 21 CCP Co-Productions
- 22 ARC Edge
- 23 ARC Commissions
- 24 SWI CP: General
- 26 ARC Combustible
- 27 ARC PD
- 28 CPP CounterPulse presents
- Community Programs**
- 30 Community Programs: General
- 35 Public Arts
- 51 Fundraising Events
- 60 Capital Campaign

Office Use Only: DOP/OM: _____