[Organization’s letterhead if desired—this is optional]

**INVOICE**

[today’s date]

[Your name]

[Organization’s name]

[Organization’s full mailing address]

[Organization’s phone number]

{Organizational contact’s email address]

**Bill to:**

Georgia Institute of Technology

Center for Serve-Learn-Sustain

266 Fourth Street, suite 205

Atlanta, GA 30332-0940

|  |  |
| --- | --- |
| **Description** | **Amount** |
| [Description of **activity** you have completed and the **date**. For example:  Participation on the panel *Building Partnerships for the SDGs: Academics and Nonprofit Organizations Reflect on Collaboration Opportunities and Challenges* on April 21, 2021.] | $XXX.00 |
|  |  |
|  |  |
|  |  |
|  |  |
| **Total** | $XXX.00 |

Please make check payable to: [name of organization as registered]

Please remit payment to:

[Organization’s full mailing address. This should be the same mailing address you used when registering the organization as a supplier; Georgia Tech uses that address to direct mailed checks.]

If you have any questions about this invoice, please contact Jamie White-Jones: [Jamie.jones@gatech.edu](mailto:Jamie.jones@gatech.edu)

Thank you for your partnership!