



Reading Is Fundamental, Inc.
 1825 Connecticut Avenue N.W. Suite 400
 Washington, DC 20009 1-877-RIF-READ

INVOICE VERIFICATION FORM

PIN: _____

 Project Coordinator Date

 Address

 City State Zip

(_____) _____ (_____) _____
 Telephone Fax

INVOICE INFORMATION *(see instructions on next page)*

Name of book company to be paid: _____
(Your check should be made out to this company)

1. **Total Amount** of invoice(s): \$ _____

2. Total Amount of **Federal Share**: \$ _____
 requested from RIF

3. Total Amount of **Local Share**: \$ _____

4. Are you paying **more than 25%** Yes \$ _____
 of the attached invoice (s) ? No amount

5. Are you enclosing a **CREDIT MEMO**? Yes No

| | |
|---------------------------|--|
| For National RIF Use Only | |
| PIN | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| Check No(s) | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| Supplier Code | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| Date Received | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> m m d d y y |
| Override Flag | <input type="checkbox"/> Reviewed _____ |

| Invoice Number | Total Amount of Invoice | Amount of Subcontractor's Share | Amount of RIF's Federal Share |
|-----------------------|-------------------------|---------------------------------|-------------------------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |
| GRAND TOTALS * | | | |

NOTE: List additional invoices on the next page of this form. If you are paying 6 or more invoices, write the GRAND TOTALS on the second page of this form.

I, _____ verify that we have received all book lists on the
ORIGINAL SIGNATURE attached invoice(s).

NOTE: THIS FORM REQUIRES AN ORIGINAL SIGNATURE IN BLUE OR RED TO BE PROCESSED

Did you remember to.....

- Use one Invoice Verification Form (IVF) per book company?
- Sign the original and one copy of each invoice and the IVF? (original signatures only)
- Double-check the calculation of your local share? **Total invoice amount /4 = 25% matching share**
- Add *additional* funds if you *do not* have enough Federal funds remaining for 75% of the total invoice?
- Pay your local share only in one of the following ways?
 school check money order certified check cashier's check
- Make your check payable to the book company?
- Write your Project Identification Number (PIN) on your check?
- Send invoice information separately from all other paperwork?
- Send the IVF, original and one copy of each invoice, and your check to the *national RIF office*?

Send to: **Reading Is Fundamental**
Attn: Invoice Department
1825 Connecticut Ave, Suite 400 NW
Washington, DC 20009

| Invoice Number | Total Amount of Invoice | Amount of Subcontractor's Share | Amount of RIF's Federal Share |
|----------------------|---------------------------------------|------------------------------------|----------------------------------|
| 6. | | | |
| 7. | | | |
| 8. | | | |
| 9. | | | |
| 10. | | | |
| 11. | | | |
| 12. | | | |
| 13. | | | |
| 14. | | | |
| 15. | | | |
| 16. | | | |
| 17. | | | |
| 18. | | | |
| 19. | | | |
| 20. | | | |
| 21. | | | |
| 22. | | | |
| 23. | | | |
| 24. | | | |
| 25. | | | |
| GRAND TOTALS: | TOTAL AMOUNT OF INVOICES \$ | SUBCONTRACTOR'S SHARE \$ | RIF'S FEDERAL SHARE \$ |

| | |
|----------------------------------|----------------------------------|
| FOR NATIONAL RIF USE ONLY | |
| Total Sub. Amt _____ | Balance _____ |
| AUTHORIZED RIF OFFICIAL _____ | Approved _____ Disapproved _____ |
| Date _____ | |