

# PRIME TIME Family Reading Time® Program Closeout Invoice

Please complete and submit one invoice for each stipend or reimbursable expense within 4 weeks of program completion. In addition to this invoice which must be submitted by program coordinators, team members must submit their online final reports within 4 weeks of program completion before a stipend can be issued. Program coordinators should submit their own final report along with invoices for each stipend or reimbursable expense to Miranda Restovic via fax (504-529-2358), email ([restovic@leh.org](mailto:restovic@leh.org)), or mail to: LEH, 938 Lafayette St., Ste. 300, New Orleans, LA 70113. See the program closeout checklist for assistance. LEH will make every effort to mail payments to each individual / entity within two (2) weeks of receipt of all necessary documentation.

DATE: \_\_\_\_\_

PROJECT: PRIME TIME FAMILY READING TIME®

FUNDING SOURCE: LEH  
938 Lafayette Street, Suite 300  
New Orleans, LA 70113

CONTRACTOR: \_\_\_\_\_  
(name of program host site)

PROGRAM COORDINATOR: \_\_\_\_\_

SERVICE PROVIDER: \_\_\_\_\_  
(person/entity receiving stipend)  
(mailing address)  
\_\_\_\_\_  
\_\_\_\_\_

SERVICE PROVIDER  
SOCIAL SECURITY #: \_\_\_\_\_  
(tax ID. # ok only when the stipend  
recipient is an organization)

SERVICE: \_\_\_\_\_ Community Organizer (\$350)  
(check one) \_\_\_\_\_ Preschool Coordinator (\$50 per session)  
\_\_\_\_\_ Transportation (\$100 per session)  
\_\_\_\_\_ Book Shipping (only up to \$75; receipt copy required)  
\_\_\_\_\_ Preschool Center Materials (\$100 per site; receipt copies required)  
\_\_\_\_\_ Other (pre-approval and receipt copies required)

COMPENSATION: \$ \_\_\_\_\_