

**Your Invoice should be on School letterhead**

**School Name  
Complete Address  
Phone/FAX**

**Date of Invoice**

Cindy Etgen  
Aquatic Resources Education Section Chief  
Maryland Department of Natural Resources  
Tawes E-2  
580 Taylor Avenue  
Annapolis, MD 21401

Please use  
the same  
format for  
any  
Invoices



**INVOICE #1**

Project: **The title of your project**

Federal Identification Number: **This is a nine digit number (not your tax exempt number)**

Amount Due: \$000.00 **This is how much you are invoicing us for.**

For the following approved expenses: **An itemized list of all approved expenditures with receipts attached.**

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Principal Signature  
Principal



**This must be a live signature from your Principal**