{ENTER COUNTY NAME} County First Steps

COUNTDOWN TO KINDERGARTEN

**MONTHLY INVOICE**

This INVOICE is your request for payment from {ENTER COUNTY} County First Steps and should be used monthly.

1. Enter the visit date, the student's name, and amounts due.
2. Submit your expenses to {ENTER CONTACT INFORMATION}.
3. Remember to complete the bottom left of this sheet with date, teacher, district and school.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date of Home or School Visit** | **Student** | **Visit Amount Due** | **Mileage Amount Due** | **Payment to Teacher** |
| **Example: July 2, 2019** | **Example: John Smith** | **Enter $32/visit** | **Enter $8.33/visit** | **Enter $40.33/visit****(visit + mileage)** |
|  |  |  |  |  |  |  |  |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |
| **Total Invoice Amount (# of visits x 40.33): $**  |  |
|  |  |   |  |  |  |
| **Date** |   | Use this sheet multiple times for one month if you have more visits than the sheet will allow. |
| **Teacher** |   |
| **District** |   |
| **School** |   |