

City of Aberdeen
Lodging Tax Grant
Invoice Form

BILLING PERIOD: _____ INVOICE AMOUNT: \$ _____

RECIPIENT NAME: _____

ADDRESS: _____

SUBSCRIBED this _____ day of _____, 2026.

Signed _____ for _____

Title: _____

Services Rendered:

Invoice Requirements:

Please provide an itemization of services provided. If the invoice includes staff time, list hours per project, hourly rate, and amount billed. Attach to this invoice copies of invoices/statements and cancelled checks (or other payment documentation acceptable to the City) for services purchased by the Recipient for which reimbursement is being requested. Reimbursement payments shall be made by the CITY upon receipt of monthly invoices with receipts from the RECIPIENT. Invoices shall be on the Lodging Tax Grant Invoice Form and shall contain a certification by the RECIPIENT pursuant to RCW 42.24.080 that the materials have been furnished, the services rendered or the labor performed as described. **Invoices must be supported by appropriate receipts and submitted no later than December 31, 2026.**