



BC Housing

INVOICE #:

(provided by service provider)

Dates open during the 2 week invoice period*: The invoice period is either 1st - 15th or 16th -31st. * Please record each relevant date within the invoice period. Dates will be verified by the Nightly Occupancy Reports.			
Shelter Name:		Service Provider Name:	
As indicated on Community EWR plan		If different from Shelter Name	
Shelter Address:		Org Address:	
City/Postal Code:		City/Postal Code:	
Phone Number:		Email Address:	
No. of nights on this claim:		BCH Coding	9560.52820, Subledger Type X Provider Subledger: Address Book:
No. of clients served on this claim:			

Description	Cost per Night	Cost per Client	Cost Incurred in Period	Total*
Staff costs (including benefits)			0.00	0.00
Volunteer Appreciation			0.00	0.00
Food			0.00	0.00
Laundry			0.00	0.00
Cleaning Supplies			0.00	0.00
Client Transportation			0.00	0.00
First Aid Supplies			0.00	0.00
Other (specify):			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00
Totals:	Total of Nightly Costs: \$0	Total Client Costs: \$0	0.00	0.00

*If manually completing this form, only complete the 'Cost Incurred in Period' column.

Note: You are welcome to use your organization's invoices as long as the invoices submitted contain the same level of information as this form.

<i>Signature of Service Provider</i>	<i>Printed Name</i>	<i>Date</i>
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DEADLINE - PLEASE SUBMIT NO LATER THAN THE 17th OR THE 2nd OF THE MONTH, FOR COSTS INCURRED DURING THE RELEVANT TWO WEEK PERIOD.

Region	Email	Address	Fax
Justin Sekiquchi, Orange Hall	jsekiquchi@bchousing.org	297 East Hastings Street, Vancouver V6A 1P2	604-648-4279
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Maggie Chinnery, Nanette Drobot, OR Wayne Schmuck, Interior	interiorregion@bchousing.org	290 Nanaimo Avenue West, Penticton V2A 1N5	250-492-1080
Valerie Hare, Northern	vhare@bchousing.org	1380 2nd Avenue, Prince George V2L 3B5	250-562-6488

THIS AREA FOR BC HOUSING USE ONLY	
Approved by:	
<input type="checkbox"/> Nights verified against Nightly Occupancy Reports	<input type="checkbox"/> Expenses verified against Nightly Expense Budget
Approved by:	
BC Housing NPPM/SHA, Director (or designate)	Date