Please Copy and Paste the invoice template below onto your **school’s letter headed paper** and **upload onto Jambusters** Travel Plan site **as a Word Document** so that the PO can be easily added by our team.

**Reminder:** you will also need to upload any suppliers’ receipts and photographic evidence on to the Jambusters site, **on or before midnight Thursday 22nd February 2024 to enable the reimbursement of grant funding.**

FAO: Accounts Payable Invoice Number: \_\_\_\_\_\_\_\_\_\_\_\_
Active Travel Interventions
Kent County Council
3rd Floor Invicta House
Maidstone
ME14 1XX

Invoice Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| Product Description | Quantity | Unit Price |
| *e.g. – Reimbursement for Cycle and Scooter Pods* | *1* | *£2224* |
|  |  |  |
|  |  |  |
|  |  |  |

Total: £

KCC PO Number: