

**EXHIBIT A
BUDGET**

Category	Budget
Personnel Services	\$400,000
Internal Materials and Services	\$212,609
External Materials and Services	\$122,000
External Material and Services (Lease Costs)	\$129,270
Total	\$863,879

**EXHIBIT B
FORM of INVOICE**

**Sample Invoice (on PHB Letterhead)
Page 1 of 2**

Contract #: _____ **Invoice Period:** _____ **Invoice #:** _____

Organization: Portland Housing Bureau
 Mailing Address: 421 SW 6th Avenue, Suite 500, Portland, OR 97204
 Contact Name: Alissa Brumfield
 Phone/Fax: 503.823.4160 / 503.823.2387
 Funding: Tax Increment Financing (TIF)

Activity	Budget	Expense This Period	Expenses YTD Including This Invoice	Balance From Budget
Personnel Services	\$400,000			
Internal M&S (including move expenses managed through OMF Facilities Services)	\$212,609			
External M&S (including external materials and services and contract services)	\$122,000			
External M&S (Lease Costs)	\$129,270			
Total	\$863,879			

Total Amount Requested: _____

Prepared By: _____

Phone No., Email and Date: _____

Approved By: _____

Please send payment to: Alissa Brumfield
 Portland Housing Bureau
 421 S W 6th, Suite 500
 Portland, OR 97204

**EXHIBIT B
FORM of INVOICE**

**Sample Invoice Expenditure Summary
Page 2 of 2**

Activity	Budget	Total Expense Incurred by PHB This Period	Allocation to TIF	TIF Expense This Period	TIF Expenses YTD Incl. This Invoice	Balance from Budget
Personnel Services						
Position 1			35%			
Position 2			35%			
Total Personal Services	\$400,000		35%			
Internal M&S						
Relocation Costs			35%			
Information Technology			35%			
Total Internal M&S	\$212,609		35%			
External M&S (non-lease)						
Org. Development/Strategy			35%			
Temporary Staff			35%			
Website / Other Costs			35%			
Total External M&S	\$122,000		35%			
External M&S (lease expenses)	\$129,270		100%			
TOTAL	\$863,879					