

TECHINOLGY COMMERCIALIZATION & INNOVATION PROGRAM
INVOICING INSTRUCTIONS

- 1) Submit invoice on the [INVOICE TEMPLATE](#) provided.
- 2) Submit invoice in **Excel format** via email to scox@utah.gov
- 3) Submit the following documentation along with the invoice:

LICENSEES

- a) Proof of matching funds - Bank statement(s) showing matching funds deposits. Please highlight the Applicable items so they can be easily identified. Handwrite the source of the funds next to each item.
- b) Copy of fully executed license with the college or university for the technology described in the proposal; OR, if the license is a sub-license, then a copy of the master license between the university and the original licensee and a copy of the fully executed sub-license.
- c) Corporate creation documentation.

COLLEGES / UNIVERSITIES

- a) Proof of matching funds - Accounting records showing amount of matching funds, source of the funds, date funds were received and the technology to which it is related. Please highlight the applicable items so they can be easily identified. Handwrite any missing information next to each item.
- 4) Submit invoice and required documentation in a single email with attachments appropriately labeled, such as “license”, “bank statement” etc.
- 5) For Licensees: Include the name of the company in each file name and in the subject line of the email.
- 6) For Universities: Include the company name or the technology name as it is written in the proposal, in each file name and in the subject line of the email.

ADDITIONAL INFORMATION

- 7) Fill out all applicable areas of the invoice. Incomplete invoices or failure to submit any of the required documentation, will result in delay in processing your invoice.
- 8) Additional documentation may be requested at the discretion of the TCIP.
- 9) Per your TCIP Agreement, the State has 30 days within which to make payment on the invoice. Please note that this 30-day period does not begin until all required documentation has been received and verified.
- 10) Please refer to your TCIP Agreement for details on matching funds requirement.