

## CALIFORNIA ARTS COUNCIL GRANT INVOICE INSTRUCTIONS

CAC-590 is used to request payments for CAC grants. **NOTE: Before using, please reproduce this form for future invoicing purposes.**

---

---

### PART A - GRANT INFORMATION

---

Complete all lines. Check the type of request for which you are invoicing.

---

---

### PART B – 90% PAYMENT

---

Complete Part B if you are requesting a payment for 90% of the grant award. To calculate your payment amount, multiply your grant award amount by 90%.

---

---

### PART C - FINAL 10% PAYMENT

---

Complete Part C if you have done **ALL of the following**:

1. Completed the Scope of Work/Project Description. (Reporting requirements are outlined in the *Grant Agreement Terms and Requirements*.)
2. Submitted (or attached) the "NEA Grants Activity Survey".

---

---

### CERTIFICATION

---

Original signature is required. Please do not use a black ink pen when signing. Photocopies will be returned. If phone number space is not completed, questions on invoice will be returned in writing. This will cause delays in processing.

IF YOU HAVE QUESTIONS ABOUT HOW TO COMPLETE THIS FORM CALL THE CAC ACCOUNTING SECTION  
AT (916) 322-6555.

**MAIL INVOICE TO:**

CALIFORNIA ARTS COUNCIL  
ACCOUNTING SECTION  
1300 I STREET, SUITE 930  
SACRAMENTO, CA 95814