

News & Updates Take Action LA – Grants 2.12.26

Invoice Template

- Attached is an Invoice Template for your use when submitting invoices for Take Action LA grant completed and approved deliverables.
 - The first tab contains instructions for using the template. The second tab is the invoice template itself.
- Use of the template is optional; however, any invoice must have contain all of the components included in the invoice template.
- CalMHSA's accounting team will reach out to you once your Purchase Order number is assigned. This number along with your CalMHSA contract number are both required components of the invoice.
- A sample invoice is included for reference.

ACH Form for Direct Deposit

- Attached, for those who wish to receive payment via Direct Deposit, is an ACH form.
- The form should be completed in full and returned to accountspayable@calmhsa.org. Once reviewed, our accounting team will contact you to confirm account details.
- *Please do not send this form back to the Take Action team as we do not need your sensitive financial data.*

Marketing Webinar – February 19, noon-1pm

- An invitation has been sent to all organization contacts for the February 19 Marketing Webinar (*a required component of Deliverable 2*).
- Please plan to attend the webinar in full to fulfill the requirement and gain vital information regarding marketing.