

TIDELANDS ACTIVATION PROGRAM INVOICE PROCESSING REQUIREMENTS

Agreement Number, Document Number, Invoice Number and Certification Statement with Signature are all required for payment processing by the San Diego Unified Port District.

Missing or incorrect information will delay remittance processing.

INVOICE

Event	Event
Company/Event Sponsor	Company
Address	Address
City, State, Zip	City, State, Zip
Contact Name	Contact

INVOICE DATE	INVOICE DATE
INVOICE #	INVOICE NUMBER
EVENT DATE	EVENT DATE

Agreement Number: Located Top Center of Agreement	number			
Document Number: Located Top Right Corner of Agreement	number			
Promotional Deliverables Submitted on: See Exhibit A of Agreement	date			
Total Number of Attendees: Paid/Unpaid/Comp	<table border="1"> <tr> <td>Qty</td> <td>Qty</td> <td>Qty</td> </tr> </table>	Qty	Qty	Qty
Qty	Qty	Qty		

Port Contact/Remittance Address:
 Jim Hutzelman or Terrie Eichholz
tap@portofsandiego.org
 Tidelands Activation Program
 San Diego Unified Port District
 P.O. Box 12488
 San Diego, CA 92112
 619-686-6200

Quantity	Description Statement	Unit Price	Line Total
Qty	Description	\$	\$
		Subtotal	\$
		Sales Tax	\$
		Total	\$

I certify under penalty of perjury that the above statement is just and correct according to the terms of Document No. [XXXXX], and that payment has not been received.

Signature:	
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A manually signed copy of this document transmitted by email or any other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original signed copy of this document.

Print Name and Title	Name and Title
Remit Payment to	Organization
Attention	Name
Address	Address
City, State, Zip	City, State, Zip

Submit Invoice and follow-up deliverables and/or collateral copies via Email to: tap@portofsandiego.org no later than 30 days after the event
 NOTE: Mail and/or in-person delivery is not required and could delay processing.

Submit all invoices and deliverables no later than 30 days following the event.

Submit documents electronically – PDF preferred to tap@portofsandiego.org

For additional information contact the TAP Project Manager – Waterfront Arts & Activation 619-686-6200