Fullbench™

Invoice

SAMPLE

FB-SAMPLE-0001

BILL TO

Sample School District
Business Office · Accounts Payable
100 Sample Street
Sample City, ST 00000

REMIT TO

Fullbench
Accounts Receivable
175 Strafford Avenue
Suite One #208
Wayne, PA 19087
ap@fullbench.co

INVOICE NO.	**FB-SAMPLE-0001**
INVOICE DATE	November 4, 2026
SERVICE PERIOD	October 19–30, 2026
PO NUMBER	**PO-SAMPLE-2611**
YOUR VENDOR NO.	V-SAMPLE-0108
TERMS	Net 30
DUE DATE	**December 4, 2026**

PROFESSIONAL	ROLE	BUILDING	ACCOUNT CODE	HOURS	RATE	AMOUNT
Agency A				3 professionals · 208.50 hours		**$8,139.00**
Paraprofessional 1	1:1 para	Elementary 1	10-1000-320	70.00	38.00	2,660.00
Paraprofessional 2	1:1 para	Elementary 2	10-1000-320	66.50	38.00	2,527.00
Facilitator 1	Facilitator	High School	22-1000-320	72.00	41.00	2,952.00
Agency B				2 professionals · 108.00 hours		**$10,224.00**
SLP 1	SLP	Middle School	22-2150-320	60.00	92.00	5,520.00
Psychologist 1	Psychologist	District	22-2140-320	48.00	98.00	4,704.00
Agency C				2 professionals · 139.00 hours		**$7,404.00**
Teacher 1	SpEd teacher	Elementary 1	10-1000-320	75.00	68.00	5,100.00
Paraprofessional 3	Classroom para	High School	21-1000-320	64.00	36.00	2,304.00

Every line is an hour a school approved, at the rate your office approved for that role. Returned timesheets are not billed. One payment to Fullbench™; each agency is paid from it, itemized.

Approved hours	455.50
Agency staffing, 3 agencies	$25,767.00
Program fee to the district	$0.00
Total due	**$25,767.00**

BY FUND

Fund 10 · General fund	211.50 h	$10,287.00
Fund 22 · IDEA Part B	180.00 h	$13,176.00
Fund 21 · Title I	64.00 h	$2,304.00
Total	**455.50 h**	**$25,767.00**

HOW TO READ THIS INVOICE

Each line carries the account code your business office assigned to that position. If your funding model needs it, this invoice is issued as three, one per fund. Page 2 shows every line by day, with the approver. Questions: **ap@fullbench.co**.

Sample document. Every name, number, code, hour and rate is a placeholder; your invoice carries your own.

Fullbench™

Timesheet backup SAMPLE

Attached to every invoice

INVOICE **FB-SAMPLE-0001** PO **PO-SAMPLE-2611** SERVICE PERIOD **OCTOBER 19–30, 2026**

Every hour on the invoice, by person and by day.

The hours your schools approved for the service period, who approved them and when. The totals match the invoice line for line, so your office has no separate timesheets to request or match.

	WEEK OF OCTOBER 19					WEEK OF OCTOBER 26						
PROFESSIONAL	MON 19	TUE 20	WED 21	THU 22	FRI 23	MON 26	TUE 27	WED 28	THU 29	FRI 30	TOTAL	APPROVED BY · ON
Agency A												208.50 hours
Paraprofessional 1 Elementary 1	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	**70.00**	Principal, Elementary 1 Oct 26 · Nov 2
Paraprofessional 2 Elementary 2	7.00	7.00	3.50	7.00	7.00	7.00	7.00	7.00	7.00	7.00	**66.50**	Principal, Elementary 2 Oct 26 · Nov 2
Facilitator 1 High School	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	–	**72.00**	Asst. principal, High School Oct 26 · Nov 2
Agency B												108.00 hours
SLP 1 Middle School	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	**60.00**	Principal, Middle School Oct 26 · Nov 2
Psychologist 1 District	8.00	–	8.00	–	8.00	8.00	–	8.00	–	8.00	**48.00**	Director, Student Services Oct 26 · Nov 2
Agency C												139.00 hours
Teacher 1 Elementary 1	7.50	7.50	7.50	7.50	7.50	7.50	7.50	7.50	7.50	7.50	**75.00**	Principal, Elementary 1 Oct 26 · Nov 2
Paraprofessional 3 High School	8.00	8.00	8.00	–	8.00	8.00	–	8.00	8.00	8.00	**64.00**	Asst. principal, High School Oct 26 · Nov 2
Hours by day	**51.50**	**43.50**	**48.00**	**35.50**	**51.50**	**51.50**	**35.50**	**51.50**	**43.50**	**43.50**	**455.50**	

APPROVED TIMESHEET HOURS **455.50** = HOURS ON INVOICE FB-SAMPLE-0001 **455.50**

HOW THE HOURS GET HERE

1. Everyone in the program records time on one system, whichever agency employs them.
2. The school approves each timesheet. One sent back for correction is not billed.
3. Only approved hours become invoice lines, at the rate your office approved.

If an invoice needs a correction after it is sent, you receive a revised invoice that replaces the original.

ON EVERY FULLBENCH INVOICE

- Your purchase order number
- One service period
- Your account code on every line
- Subtotals by agency and fund
- Approved hours only
- The approver named on every timesheet