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GAVIN NEWSOM  
Governor

OFFICE OF AIDS (OA)  
HIV Prevention Branch

Management Memorandum  
Memorandum Number: 2019-05

Date: April 26, 2019

TO: Local Health Jurisdictions (LHJs)

SUBJECT: Invoice Guidance & Template for PS18-1802 Grant Costs

The purpose of this memo is to inform LHJs of the new Invoice Guidance and Invoice Template (attached) to request reimbursement for PS 18-1802 grant costs.

The new Invoice Template includes interactive dropdowns to provide accuracy in billing, and the new Invoice Guidance will assist Contractors to meet OA invoicing requirements.

The HIV Prevention Branch will be hosting a webinar to introduce LHJs to the new Invoice Guidance and Template, details and WebEx information will be provided soon. A "Save the Date" meeting reminder has already been distributed. Please make time to attend the webinar on **either one** of the following days:

- **Wednesday**, May 8, 2019, 1 p.m. - 2 p.m.,
- **Thursday**, May 9, 2019, 9:30 a.m. - 10:30 a.m.

If you have any questions please contact me at [Duane.Cissna@CDPH.ca.gov](mailto:Duane.Cissna@CDPH.ca.gov) or 916-449-5831.

Thank you,

Duane Cissna, Chief  
HIV Prevention Implementation Section  
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