



*Tennessee YMCA Model United Nations  
1000 Church Street  
Nashville, TN 37203*

# INVOICE FORM

*Once the YMCA Center for Civic Engagement receives this from you, we will review it to be certain it matches your rooming list, make a copy for our records, sign your original and return it to you.*

*Approval signatures will be color-coded. Occasionally, advisors may need to make changes to the summary sheet, but may fail to notify the state office of those changes, new summary sheets simply get lost in the mail or discarded at the fax machine. Because we are responsible for any hotel rooms not canceled prior to the deadline set by the hotel, we MUST hold all schools responsible for payment for all rooms reserved based on their summary sheet rooming list.*

*As always, substitutions are welcome, but cancellations/ deletions are not permitted.*

**CONFERENCE:**    **A**    **B**                    **SCHOOL:** \_\_\_\_\_  
(Circle One)

**# of Registered MUN Delegates**            \_\_\_\_\_ x \$ 150 = \_\_\_\_\_ +

**# of Adults (Include Chaperones)**            \_\_\_\_\_ x \$ 25 = \_\_\_\_\_ +

**# of Hotel Rooms Reserved**            \_\_\_\_\_ x \$ 400 = \_\_\_\_\_ +

**AMOUNT DUE:** \$ \_\_\_\_\_  
*Financial Assistance received by school*            - \$ \_\_\_\_\_

**FINAL AMOUNT DUE**    \$ \_\_\_\_\_

<b>FOR STATE OFFICE USE ONLY</b>	
Date Received _____	
Summary Sheet Matches Rooming List _____	
PAID _____	BALANCE DUE _____
APPROVED _____	

