INVOICE PROCESSING

1. All invoices should be submitted to Lee Fields, Planning and Contracts Department, for logging onto the Invoice Tracking System. Submitting invoices to anyone else only delays processing.

2. Invoices are then sent to your program contact (Ann Wong) at JCS for review and approval.

3. Invoices are then returned to Lee Fields for logging out to the Fiscal Department.

4. Invoice are then sent to the Fiscal Department to be processed for payment.

5. If there are problems with an invoice, it is returned to Lee Fields, who then returns it to your program contact (Ann Wong.) If there are no problems with an invoice, it is submitted to Accounts Payable for payment.

6. Processing time is no more than 30 days from the date received by EDIC/JCS. This date is the date Lee Fields receives the invoice and logs it onto the Invoice Tracking System. Problems with invoices will delay payment.

7. Invoices should be submitted on a monthly basis by the 10th of each month.

8. All communications regarding invoices should be addressed to your program contact (Ann Wong.)

INVOICE FORMAT

The invoice currently being used is an acceptable invoicing format. The basic information needed on each invoice is as follows:

1. Contract Number (9 digit number on executed contract)
2. Invoice Period (start and end dates)
3. Invoice Amount (for invoicing period, not a cumulative)
4. Original signature (copies will not be accepted)
5. Contractors can use their own invoice number if they choose

(Note: this is not a complete list. See a copy of the EDIC Contractor's invoice form for the complete information required.)