

### **FIFTEEN INVOICING TIPS (Effective 07/01/12)**

- 1. Carefully read the invoice and budget policy instructions provided by EDIC .**
- 2. Follow approved budget in contract and after reviewing the invoice, send it by the tenth calendar day to:**

**Ms. Lee Fields  
EDIC/Boston  
Contracts Department  
43 Hawkins Street  
Boston, MA 02114**

- 3. Documentation does NOT have to be submitted for salaries and fringe. However, agency program records should accurately reflect invoicing for monitoring/auditing purposes.**
- 4. If a position was not filled during an invoice period, the program should remember not to charge EDIC for that position. The vendor/contractor should inform the Contract Administrator of unfilled positions, dates of vacancies, and dates of hires. The vendor/contractor should also send a resume of a filled position to the C.A. on a timely basis.**
- 5. For Operational Costs, clearly mark the date and amount being charged and also the Line Item being charged (e.g., Travel, Supplies, Contractual, Other) on the receipt or invoice attached as documentation to the billing being submitted to EDIC for payment.**
- 6. Please do not combine contracts on one invoice. Completely separate invoices must be submitted for each contract. A contract may have more than one funding source (e.g., WIA-Title IA and ID) and these may be combined on one invoice, but separate contracts that have single funding sources must be separately invoiced.**
- 7. Order forms, quotations from vendors, and statement forms are NOT adequate documentation and will not be accepted. The Fiscal Department will accept invoices that are not marked paid, if all other information on the receipt or other documentation submitted clearly shows a description of the services/materials, the fact that the services were performed and/or the materials were received, the dates incurred, the amounts charged to the contract, hourly rates as budgeted (for Consultants), etc. As long as the cost has been incurred during the contract period, and the other criteria for receipts and invoices in these instructions are followed, the documentation will be acceptable.**
- 8. EDIC does not accept purchase orders or check request forms unless they are accompanied by the actual receipts of the goods/items purchased, or a copy of the cancelled check (front and back). As a last resort, purchase orders and check requests will be accepted if all of the following information is included:**
  - a) The requested cost is in the approved EDIC contract budget and budget narrative.**

- b) **The description of the request is clear and is relevant to the program. For example, if a reimbursement, the cost must be a contract program cost and the person being reimbursed or who incurred the cost must be listed in the contract budget.**
  - c) **The date when the cost was incurred is within the contract period and is clearly marked on the form.**
  - d) **The document is date-stamped with a check # and amount paid.**
  - e) **The document has an authorized signature of an appropriate person (e.g., supervisor, program director, comptroller, etc.).**
9. **EDIC does not pay for the following (because not allowed by the grants and/or funding sources): taxes (e.g., State of Mass. sales tax), interest, late charges/fees, other penalties for late or inadequate payments, traffic tickets, driver's license or automobile registration fees, and parking violations.**
  10. **We do pay for shipping and handling costs shown on a bill that is submitted as documentation with an invoice for payment.**
  11. **EDIC will pay only for current charges on a bill or invoice. Amounts marked "previous charges" or "prior charges" will not be accepted.**
  12. **Rent documentation includes a rent receipt from the lessor, or a copy of the cancelled check (front and back). A copy of the lease agreement which shows the amount designated for rent is also preferred documentation (see further on). If the agency owns the building, the following documentation is acceptable: a letter (on agency letterhead) stating methodology (square footage, percentage of total cost for program, salary/employee percentage of usage, or other method, all or any of which should be explained/detailed in the budget narrative). Also, if the building/space is leased, please provide a copy of the lease agreement to your C.A. upon invoicing.**
  13. **It is not acceptable for an agency to submit extra back-up documentation that exceeds the invoice and/or contract amounts, or if the back-up is not legible or clearly marked and labeled. It is not the Contract Administrator's responsibility to choose for the agency which items to bill. Invoices will be returned if more back-up than necessary is submitted, or if back-up submitted is not legible and/or clearly labeled. A separate page itemizing operational costs billed or calculator tapes attached to invoices are always welcome and useful.**
  14. **If invoices are returned for corrections, adjustments, etc., please make the required changes and return the invoice ASAP and note the adjustments on your records, so that cumulative numbers are correct on the next invoice summary page (which is page 2 of the invoice). Contract Administrators will likewise provide contractors with copies of any changes, adjustments, and/or corrections made by EDIC, so that current and cumulative numbers between EDIC and the contractor will agree.**
  15. **Please call your Contract Administrator if you are unsure about something.**