

Invoice Checklist (Revised1/2/07)

Package 1: Original Invoice (Goes to **ACCOUNTING**) Color of Original: Orange

Item	# of Copies	Notes
Exhibit E-1 Invoice (page 1)	1	This page <u>must</u> be on colored paper. Check accuracy of customer number. Only the last five (5) digits are needed. Check that all figures are correct. Must be signed by authorized signer, per Exhibit A of the contract. Third party payments must be deducted from the amount requested for reimbursement.
Exhibit E-1 (page 2)	1	Does <u>not</u> have to be on colored paper. If you are billing units for previous months, use the "additional units" column. If deducting units for related to internal or County monitoring, use the "disallowed units" column.
Match Forms (pages 3-4)	1	Form is used when cash or in-kind services are being used as the match. Please indicate the <u>type</u> of documentation which supports the figures in the chart.
CSMS Service Activity SUMMARY Report	1	Summary page only

Package 2: Copy of Invoice (Goes to REPOSITORY, OR **RECORDS** SECTION, AFTER PROCESSING)

Item	# of Copies	Notes
Exhibit E-1 Invoice (page 1)	1	Copy
Exhibit E-1 Invoice (page 2)	1	Copy
Match Forms (pages 3-4)	1	Copy
CSMS Service Activity SUMMARY Report	1	Copy
CSMS Service Activity <u>Detail</u> Report	1	Only one copy of the Service Activity Detail Report is needed to provide the data required to support the units of service being billed. Please do not send multiple copies. If using Exhibit E-2 form in Excel for backbilling, the first page should include a notation of the grand total at the bottom of the page. If the exhibit is completed manually rather than by Excel, a calculator tape must be attached subtotaling each page and confirming the grand total. The total of backbilled units must match the number of additional units being requested on page two (2) of the invoice.

Package 3: Quarterly/Special Reports: Missing or incomplete submissions will delay invoice processing.

Outcome report	3	Are percentages mathematically correct?
Demographics	3	Is the chart at the bottom of the page being kept cumulative? Data is to be year-to-date, not quarterly.
Narrative	3	A progress report to keep the Contract Administrator informed about the status of services addressing any successes/problems, etc. Does the agency need assistance in any way? How is utilization going? Are you on track to achieve outcome measures? If not, please explain.

Monthly Invoice Checklist

Materials should be organized in this sequence.

Package 1: Original Invoice (Cover page to be on ORANGE colored paper.)

Item	# of Copies
Exhibit E-1 Contracted Services Invoice (page 1)	1
Exhibit E-1 a Contracted Services Invoice (page 2)	1
Match Forms (Pages 3-4)	1
CSMS Service Activity SUMMARY Report	1

Package 2: Copy of Invoice

Plain Photocopy

Item	# of Copies
Exhibit E-1 Contracted Services Invoice (page 1)	1
Exhibit E-1 a Contracted Services Invoice (page 2)	1
Match Forms (Pages 3-4)	1
CSMS Service Activity SUMMARY Report	1
CSMS Service Activity Detail Report	1
Exhibit E-2 (if required) for backbilling	1

Package 3: Quarterly/Special Reports

Item	# of Copies
Outcome report	3
Demographics	3
Narrative	3