

## FOR-PROFIT GUIDELINES FOR INVOICE SUBMISSION

Grant funding is provided on a cost-reimbursement basis subject to LSDF's receipt of expenditure documentation, approval of invoices, and grantee's timely progress in meeting the grant's milestones and timeline.

1. Invoices may be submitted for periods of one to three months and are due no later than 60 days after the end of the invoice period.
2. The LSDF online invoice system requires the following information for invoice submission:
  - a. Milestones addressed during the invoice period: Principal Investigators and accounting departments need to work together to provide this information on every invoice. Double check to ensure that cited milestones on invoices are accurately associated with charges on the invoice being submitted. For example, if you request reimbursement for subcontract charges, there should be a milestone associated with subcontract activities cited. This is the #1 reason invoices are rejected. A link to a copy of the most recently approved milestones can be found on your LSDF online budget page for that award.
  - b. Invoice Number: Include an invoice number.
  - c. Invoice Period: Include the date range which is encompassed by this invoice.
  - d. Final Invoice?: If this invoice is the final invoice for the annual budget period or the final invoice for the award, check the appropriate box.
3. Invoices are submitted electronically through our online system. In addition, LSDF requires a copy of the invoice that has been signed by an authorized official. **Use the Print button on the invoice submission page to print a copy for signature prior to submitting the invoice.**
4. An Invoice Cover Report detailing the expenses incurred during the invoice period must also be submitted. The required template is available at <http://lsdfa.org/for> and further description and instructions are on the final page of this document.
5. Documentation of expenses and payment must also be included. Generally, this will take the form of an invoice, receipt or contract supported by a copy of a cancelled check, bank statement, credit card statement or confirmation of an electronic funds transfer.
6. The signed invoice, Invoice Cover Report and supporting documentation can be emailed in PDF form to [grantsadmin@lsdfa.org](mailto:grantsadmin@lsdfa.org); include the LSDF grant number and principal investigator last name in the subject line. Signed invoices can also be sent via postal mail.
7. LSDF reserves the right to hold or reject payment of invoices pending receipt of outstanding items, such as progress, annual financial and triggering event reports.

**Access to LSDF online systems:** <http://www.lsdfa.org/online/login.php>

1. At the time of the LSDF grant agreement execution, user accounts for personnel responsible for submitting invoices and progress reports will be established to provide access to one or both of LSDF online systems (invoice submission and/or progress reports). User accounts and access rights are determined by the PI and may be changed upon request.
2. To establish a new account, the PI contacts [grantsadmin@lsdfa.org](mailto:grantsadmin@lsdfa.org) and provides the following information:
  - a. Name of principal investigator
  - b. LSDF grant number
  - c. Title of grant
  - d. User name, title, role on the LSDF grant
  - e. Complete contact information for user (name, address, phone, fax, email)

#### **How to submit an invoice**

1. Compile supporting documentation
2. Complete the Invoice Cover Report
3. Log in to the LSDF grantee online invoice submission system  
<http://www.lsdfa.org/online/login.php>
4. Under your LSDF grant award number, click "Request" next to the grant period for which you are submitting the invoice
5. Enter expenditure amounts by budget category
6. Click "Calculate Fields" to preview invoice totals
7. Enter milestone(s), invoice number and invoice period information
8. Click "Print Page" to print a copy of the invoice for signature by the Authorized Official
9. Click "Submit This Reimbursement Request"

Submit the signed copy of the invoice, an Invoice Cover Report and supporting documentation of expenses and payments. Generally, supporting documentation will take the form of an invoice, receipt or contract supported by a copy of a cancelled check, bank statement, credit card statement or confirmation of an electronic funds transfer.

For salary and fringe benefit expenses complete the Salaries and Wages and Benefits section of the Invoice Cover Report. It summarizes the individuals paid on the grant, their salary, the percent effort devoted to the milestones cited on the invoice and the proportional amount of fringe benefit costs applied for the invoice period. This report must be accompanied by a copy of the cancelled check, electronic paycheck or confirmation of electronic funds transfer for all individuals listed.

## Invoice Cover Sheet

1. Principal Investigator: Include PI Name
2. LSDF Grant ID: Include LSDF Grant ID
3. Invoice Period: Include dates that are covered by the invoice
4. Invoice Number: Include a unique invoice number
5. Milestones completed or worked on this invoice period: List all milestones related to the expenditures in the invoice.
6. Salaries and Wages and Benefits: List the individuals paid on the grant, their annual salary, the percent effort devoted to the milestones cited on the invoice and the proportional amount of fringe benefit costs applied for the invoice period. Include a description of the payment documentation. *Example: Payroll report and cancelled check*
7. For each additional budget section complete the following information:
  - a. Payee: Identify to whom the payment was made.
  - b. Amount Charged to LSDF: Identify the total amount of the expense being charged to LSDF. A footnote must be provided if the total amount reflected in the corresponding documentation and the Amount Charged to LSDF differ.
  - c. Expense Documentation: Identify and describe the type of supporting documentation included for the expense. *Example: Invoice #2256*
  - d. Milestones: List the milestones related to the expenditure
  - e. Proof of Payment Documentation: Identify and describe the type of supporting documentation included for the payment of the expense. *Example: Cancelled Check #1258*
  - f. Notes:
    - i. Provide a brief explanation of the purposes for which costs were incurred if not self-evident by the payee.
    - ii. Provide information on charges that differ from their supporting documentation
8. Signatures: The Invoice Cover Sheet must be signed and dated by the authorized official or their designee and the Preparer if different.

Electronic versions of these documents are acceptable and should be sent to [grantsadmin@lsdfa.org](mailto:grantsadmin@lsdfa.org) or may be submitted via postal mail.

## Payment

In order to receive payment, the grantee organization must register with the Statewide Payee Desk and provide the issued Statewide Vendor Number to LSDF. Instructions and Payee Registration Forms are available at

<http://des.wa.gov/services/ContractingPurchasing/Business/VendorPay/Pages/default.aspx>.

The first payment to a vendor will be by mailed check. Subsequent payments will be made by electronic fund transfer (EFT).

Please note that if there is no payment activity for a vendor for any 100 day period, the banking system will revert from electronic fund transfer (EFT) payment to a mailed check.