

NON-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 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. A detailed report of expenses incurred during the invoice period must also be submitted. The signed invoice and detailed expense report can be emailed in PDF form to 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.
4. LSDF reserves the right to hold or reject payment of invoices pending receipt of outstanding items, such as progress, annual financial, and invention disclosure 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 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. Log in to the LSDF grantee online invoice submission system
<http://www.lsdfa.org/online/login.php>
2. Under your LSDF grant award number, click "Request" next to the grant period for which you are submitting the invoice
3. Enter expenditure amounts by budget category
4. Click "Calculate Fields" to preview invoice totals
5. Enter milestone(s), invoice number and invoice period information
6. Click "Print Page" to print a copy of the invoice for signature by the Authorized Official
7. Click "Submit This Reimbursement Request"

Submit the signed copy of invoice along with the detailed expense report for the invoice period. For salaries and fringe benefit expenses, the report should list each individual 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. Electronic versions of these documents are acceptable and should be sent to grantsadmin@lsdfa.org.

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.