

§319 Invoicing Checklist

The following elements are required in order to process your invoice. Completing this checklist will help you provide an approvable reimbursement request.

- ✓ *Invoice Period*: Covers the time between the last invoice submitted through the date on the latest receipt in the current reimbursement request.
- ✓ The invoice submittal must include receipts for all items/activities for which you are asking reimbursement.
- ✓ All reimbursement requests must relate to a specific task in the workplan.
- ✓ Invoice receipts should be organized.
- ✓ Provide a signed copy of the invoice with submission. An electronic copy is sufficient.

There are various ways to deliver the information necessary for approval. Below are two examples. Detail can be added to the invoice, like in Example 1. In Example 2, the applicant sent DEQ and accompanying email. Both examples organize the invoice and receipts which then helps DEQ review and approve for payment.

Example 1 below provides the desired level of information to be provided in the Details section of the online electronic invoice:

Current Invoice Entries - This Task:			
Entry Type	Description	Details	Amount
Reimbursement	Subcontractual Cost Neuffer Canal	Georgetown Irrigation (Neuffer Canal) installed 1370 Feet of 10" Mainline. Rain for Rent Installed the Mainline (Invoice #1379529) \$30,871.03), Backhoe Service setting two manhole cans (\$1,000), Paramount Supply Pie Fittings, air vents, and drains (Invoice #'s 968214, 95691 \$4,149.41), Labor (1,935). Project Total \$37,955.44 x .60% = \$22,773.26 (319)	\$22,773.26
Match	Subcontractual Cost Neuffer Canal	Georgetown Irrigation (Neuffer Canal) installed 1370 Feet of 10" Mainline. Rain for Rent Installed the Mainline (Invoice #1379529) \$30,871.03), Backhoe Service setting two manhole cans (\$1,000), Paramount Supply Pie Fittings, air vents, and drains (Invoice #'s 968214, 95691 \$4,149.41), Labor (1,935). Project Total \$37,955.44 x .60% = \$22,773.26 (319)	\$15,182.18
Advance Spent	Subcontractual Cost Conservation Basics, Project Management	Project Coordinator meeting with landowners, admin assistant, ISWCC Engineer, Site visits, invoicing IDEQ (Advance Request). PC 12.25 Hours x \$40/Hr. = \$490 (CB Invoice #296)	\$490.00
Advance Spent	Travel Cost Conservation Basics	Project Coordinator traveled to project sites, meeting with landowners, meeting with board members, admin assistant, and engineer. Project Coordinator traveled 213 Miles x .56/mile = \$119.28. (CB Invoice #296)	\$119.28
Advance Spent	Travel Cost Conservation Basics	Project coordinator traveled to project site, board meeting, meeting with engineer, surveying. PC traveled 228 Miles x .56/mile = \$127.68. (CB Invoice #304)	\$127.68
Advance Spent	Subcontractual Cost Conservation Basics, Project Management	Project coordinator surveying, meeting with landowners, attending board meeting. PC Coordinator 14.25 Hours x \$40/hour = \$570. (CB Invoice #304)	\$570.00
Advance Spent	Subcontractual Cost Conservation Basics, Project Management	Project Coordinator meeting with Steven Smith IDEQ, site visits, Invoicing IDEQ. PC 8.75 hours x \$40/hour = \$350. (CB Invoice #309)	\$350.00
Advance Spent	Travel Cost Conservation Basics	Project coordinator traveled to site for project review with Steven Smith (IDEQ). PC 95.4 Miles x .56/mile = \$53.42. (CB Invoice #309)	\$53.42

- Describe what was accomplished, purchased, installed, provided, etc. in the details section.
- Identify the reference number (invoice/ receipt number) from each receipt to a cost in the reimbursement request.
- If requesting for individual(s) time worked towards the project, include amount of hours worked and that particular rate per hour and provide timesheets.
- Check that *§319 Spent* and *Match Spent* costs in the invoice table are the same as what you are reporting in supporting documentation and with invoices/receipts. If totals do not match, do not submit your invoice until they are reconciled.

Example 2 below demonstrates how a subgrantee provides supplemental information in an email, with attached receipts, when submitting an invoice.

They have provided concise breakdowns of reimbursement requests for *Workplan Tasks* with vendor names, receipt/invoice numbers, and the total that is being requested for reimbursement. More detail helps speed invoice review and approval.

Example 2

Workplan Task #1 – Post-construction BMP Effectiveness Monitoring

Workplan Task #2 – Develop Conservation Practice Designs and Plans

Workplan Task #3 – Landowners/Contractors Install BMPs - \$45,454.14

Landowner Payments - \$28,153.20 (no indirect charges)

USFS Bill #3003168299 - \$9,335.20

USFS Bill #3003168230 - \$10,639.00

USFS Bill #3003206231 - \$8,179.00

Implementation Materials - \$16,473.70

Erosion Control -

Idaho Cedar Sales/Invoice #2112-827 - \$1,492.00

Fencing Materials

Spence Hardware/Invoice #415878 - \$37.19

Spence Hardware/Invoice #415976 - \$65.55

Spence Hardware/Invoice #417676 - \$84.76

Planting Materials/Supplies

Irrigation Supplies

North 40 Outfitters/Invoice #057689 - \$356.87

Planting Materials/Tools

Spence Hardware/Invoice #411276 - \$31.96

Spence Hardware/Invoice #412171 - \$455.00

ULINE/Invoice #111329215 - \$2,234.45

ULINE/Invoice #111329216 - \$3,600.00

Blue Mountain Ag/Invoice #49145M - \$1,099.98

Moscow Building Supplies/Invoice #2577663 - \$95.80

Seed/Planting Stock

Clearwater Seed/Invoice #26605 - \$3,835.16

Wildlife Habitat Nursery/Invoice #119016 - \$472.50

General Field/Crew Supplies

Moscow Building Supplies/Invoice #2578131 - \$21.89

Indirect charges @ FY20 rate of 18.66% - \$2,590.59

Equipment Rental - \$827.24

Moscow Building Supply/Bobcat Loader - \$697.15

Indirect charges @ FY20 rate of 18.66% - \$130.09

Workplan Task #4 – Site Reviews - \$1,011.67

District Manager expenses - \$753.98

POV Mileage (170 miles) - \$98.60

Indirect charges @ FY20 rate of 18.66% - \$159.09

Workplan Task #5 – Review Complementary Funding Opportunities

Workplan Task #6 – DEQ Reporting

Workplan Task #7 – Community Outreach