INVOICING FACT SHEET for GRANTEES/CONTRACTORS

Timeline

- Invoices are due on the 20th business day of the following month. For example:
  The January 2012 invoice is due on February 29, 2012 (this excludes weekends and holidays).
  Please note: If a Grantee is more than 2 months late in submitting an invoice, it may be classified as Level 1: Areas of Concern.
- Payments are processed within 20 working days of the receipt of the grantee’s invoice – if invoice is properly completed. If an invoice needs to be resubmitted, it will be paid within 20 business days of the resubmission date.

Invoice Reporting

- Invoice only for actual/incurred costs of approved budget line items
- A Personnel Cost Worksheet is required to be submitted with an invoice if there are any expenses under the Personnel section.
  o If there is a change in staff, the name must be updated on the personnel cost worksheet along with an explanation
  o If there are any changes to a position (title or new positions added) a budget modification is required
- The 10% indirect rate is: 10% of personnel costs excluding fringe benefits. Incurred indirect costs exceeding the 10% will become the responsibility of the grantee.
- No negative balances allowed unless authorized by the grantee/contractor to disallow the negative amount.
- No equipment purchases allowed after Year 1. Any exceptions will require prior notification by the contractor to the commission and may be approved only at the discretion of the commission.
- Forms are available on the First 5 LA website under Grantee Documents
- Contact name listed on the invoice must be the person preparing the invoice
- Hard copies must be submitted with original signatures signed by authorized signatory as designated on Signature Authorization Form
- Once an invoice is paid there are no changes allowed to prior months

If any changes need to be made to the approved budget, please refer to the Budget Modification Guidelines and Budget Modification Fact Sheet. Contact your Program Officer to discuss.