



INVOICE GUIDELINES NCDENR-EEP

Effective Date: March 1, 2014

1.0 OBJECTIVE

The objective of this document is to provide guidelines for all Contractors in the preparation of invoices to expedite processing and to provide consistency throughout EEP statewide. Additionally, proper invoice preparation by Contractors expedites payment and proper review assures that payments are allowable under Contracts.

2.0 DEFINITIONS

PM – EEP’s Project Manager

Contract – Task order, Services, Full-Delivery

Contractor – Full-Delivery provider or any other independent entity that has entered a contract with EEP

DENR-Department of Environment & Natural Resources

EEP-Ecosystem Enhancement Program

SCO-State Construction Office

3.0 OVERVIEW

Background

DENR Internal Audit Division conducted a preliminary review of EEP business processes and documents. Recommendations were made to do the following:

- Develop standards for invoices
- Develop instructions for Contractors for invoice preparation

Invoice Issues Identified in Audit

- Lack of consistency in invoice requirements and format
- No supporting documents (Summaries of services performed, itemized payments)
- Extensive time required for EEP PMs or other EEP staff to review invoices



Approach

- Review of current invoice formats, requirements, and guidelines
- Review of current practices
- Discussion with Audits and Financial Services
- Obtain input from other Agency stakeholders

Goals

- To standardize invoice information as shown in Section 4 of this guide
- Provide consistent invoice preparation guidelines

4.0 INVOICE PREPARATION REQUIREMENTS

An invoice package consists of a detailed invoice for the project-specific contract and supporting documentation for charges during the billing period. Invoice packages must be submitted in a timely manner and in accordance with the terms of the Contract. The following procedures shall apply to all contractors when submitting invoices.

A. Invoice

1. Demographics

- The invoice should be submitted on the Contractor's letterhead stationary or invoice form, including contact information, with the following:
- Invoice date as the current date of submittal.
- Addressed to the attention of the EEP Contractor Administrator identified in the Contract.
- Billing period specified with beginning and ending dates. The beginning date must not be sooner than the Notice-To-Proceed date for the Contract, or within any previous billing period.
- Invoice number and/or billing number specified. The invoice number must be unique for each invoice submitted.
- Firm remit-to payment address.

2. Project Information

- Project Name.
- EEP Contract number.
- SCO Identification number (if applicable).
- Total Contract amount.
- Amount previously paid.
- Total amount due for the billing period.
- Task (or milestone) number and task name for each billing item.

Unless the Contract states otherwise, invoices shall be submitted by hardcopy to the address indicated in the Contract. Invoice must be signed and dated by the Contractor's Project Manager, attesting to the invoice accuracy and approving all costs billed.

Methods of compensation and base for payments are specified in the Contracts. If multiple tasks are being billed, please indicate each task number, its title and the amount (\$) of that

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task. For any contracts that have services being performed on multiple projects, all billing, including any administrative cost or expense must be itemized by project name and respective tasks for each project.

B. Supporting Documentation for Invoices (Summary of work performed)

The Contractor shall submit a summary of work performed and/or supporting or backup documentation with their invoice for cost reimbursement type contracts. This summary should describe what was done during the billing period and include any relevant task numbers and task names.

