Local-Let Invoice Guidance

1. <u>LPA Name</u> - Delete this field leaving the "Remit to:" field only?   Reasoning is that the local name will appear on the letterhead and also in the certified statement. This is a field that allot of errors occur in. They put the incorrect person to be paid. Example:(Put contractors name when it should be the Local and vice versa)

2. <u>Invoice No.</u> - We would like to see consecutive invoice numbering per encumbrance. The local CE invoice should have separate invoice numbering than the CO contractors invoice. This would only help us make sure that we are paying off the correct encumbrance and paying the correct vendor.

3. <u>All Percentages</u> - <u>This is very important!!</u> Make sure that the percentages that are being entered into the invoices match the fund sheet. The fund sheet is your guide. If you do not understand the breakdown you need to contact central office for clarification. These percentages determine how the Fed's are billed, that is why it is so important to get these correct.

4. <u>Preparing the Invoice Templates</u>- The District would complete the invoice templates with the Agreement #, FAP#, Encumbrance #, PID#, Project #, Max, Encumbered Amounts and the Percentages before the invoice is forwarded to the Local.
This would mean that if the Local chose to assign the payments to go directly to the Contractor there would 2 Invoices Templates. One invoice for the Local's CE cost and another invoice for the Contractors CO cost.
If the Local chose to have all payments made directly to them, then there would only be 1 invoice.
So there could be 3 types of Invoice Templates:
1.   CE Only
2.   CO Only
3.   Both CE & CO

5) <u>Copies</u> - The number of copies has been put on the bottom of the Invoice. If you prefer that the districts make the copies then we can remove the information from the bottom of the invoice.

April 2, 2003
W:\MyFiles\LPA\Invoice_dir.wpd