TN | Department of
Economic &
Community Development

INVOICING JOB AID - MINI VIDEO SERIES

PART 2 – COMPILING REQUEST PACKAGE

March 2024

Disclaimer

- This invoicing job aid is not an exhaustive guide and is **only to be used for improving the grantees' awareness** needed to ensure error-proof invoicing

- All grantees are subject to stringent federal, state and local guidelines/laws and this document is not to be perceived as a substitute for the aforementioned guidelines/laws.

- Grantees/Sub-recipients must maintain financial records/supporting documentation to ensure compliance with Federal regulations and allow TNECD/Auditors access to these records for compliance checks.

- Enforcement actions, deficiency in internal controls & remediation plans would be recommended strictly in accordance with Federal regulations

- In the event of any discrepancy, Federal regulations will prevail over the content/references mentioned in this job aid.

04 Compiling Request Package

Components of the Invoice Request Package

The invoice request package consists of three parts

1. **Cover Sheet from the Invoice Tab**

2. **Backup Details Sheet**

Once your Invoice template comprising the coversheet and the backup details sheet has been completed, printed out, and signed, it is now time to add the supporting documents to the request package.

3. **Supporting Documentation**

Components of the Invoice Request Package

Note

- ECD will not receive Reimbursement Submissions **less than 2 weeks apart**, per Grant Contract.\

  - For example, if for Grant Contract #12345 Invoice #01 is submitted today, Invoice #02 cannot be submitted to us for review until two calendar weeks have passed.

  - It is allowable to submit concurrent invoices for separate projects, i.e. you can submit Invoice #01 for Grant Contract #12345 and Invoice #01 for Grant Contract #12346 at the same time.

- Per Reimbursement Invoice package (from the signature page to the final page of the supporting documentation, regardless of if the package is sent it multiple files, or if submitted in Box) **must be limited to 300 pages**.

- This will aid in minimizing or eliminating the need for iterative refinements, expediting the review process, and thereby ensuring seamless payment processing.

Supporting Documentation - Invoice Receipt (1/3)

For each vendor invoice that the grantee listed on the Backup Detail tab, the grantee will need to provide the invoice/sales receipt and the proof of payment.

Vendor Invoice Receipt

1. Must show the name of the vendor, invoice date/dates of service, amount, and a description of the items or services purchased

2. Vendor invoice receipts should be labeled to match the corresponding item on the invoice template.

   Example: A1 should be added as a label to the invoice or contract that corresponds with the information entered in A1 on the invoice template.

3. It should clearly indicate that the invoice is being billed to the grantee's legal name on the contract.

4. If the grantee wants to claim a percentage of the total amount of the vendor invoice, it needs to be clearly mentioned on the vendor invoice receipt

Vendor Invoice Receipt

5. Vendor invoices should only contain eligible expenses

6. Supporting documentation must be an invoice and not just a statement. The amounts shown should clearly match the information entered on the backup details pages.

7. It is recommended to mention the work order details of the grant project to which the invoice is directly associated.

8. Unless provided direct instruction from ECD, please do not make handwritten adjustments on the invoices.

9. Invoices must be legible and unclipped.

When a document has been scanned several times for review and signature, please ensure that the information is as close to the clear visibility of the original document as possible.

7. Handwritten notations or changes will not be accepted

8. Clipped pages will not be accepted

8. Illegible pages will not be accepted

Supporting Documentation - Invoice Receipt (3/3)

Invoice Receipt for Capital Purchases

1. We request you to submit separate capital purchase forms for each of these capital purchases on ECD's Formstack

    https://stateoftennessee.formstack.com/forms/broadband_capital_purchase

2. Capital purchase made must be clearly part of the grant budget line item – 'Capital Purchase' in the grantee's existing contract with ECD

3. We request the grantee to clearly identify the equipment invoiced with the items mentioned in the contract with ECD

Supporting Documentation – Proof of Payment

Proof of Payment

- ECD's finance team only accepts copies of the canceled check, bank statements, credit card statements, or detailed check stubs as proof of payments

- All payments and proof of payment must be tied to the grantee organization.

- If payments have been provided by a different agency for a specific item, you must also include a payment from the grantee to the paying agency showing all funds for reimbursement are tied to the grantee organization.

- Proof of payments should be labeled to match the corresponding item on the invoice template.
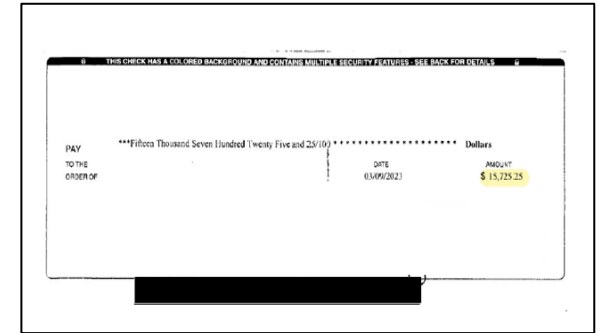
  Example: A1 should be added as a label to the proof of payment that corresponds with the information entered in A1 on the invoice template.

  If multiple line items are listed on one proof of payment, simply include a label for all line items it is applicable for.

Invoicing Redaction List

- The grantees must redact the following information from their invoices and proof of payments before submitting them to TN ECD

  - ACH Company Name

  - ABA Code

  - Account Number

  - Magnetic Ink Character Recognition Code

MICR Code on the Check

Compiling the Invoice Request Package

The request should be in one pdf document and in the following order:

- Signed and dated invoice coversheet (from the Invoice tab of the invoice template)

- Backup Detail pages (from the Backup Detail tab of the invoice template)

- Vendor invoice/sales receipt and proof of payment for each expense on the backup detail tab

- These should be in order, based on the backup detail line it was listed on

- As stated before, there should be handwritten or typed labels on each page of the supporting documents to tie it back to the backup detail lines (Al, A2, Bl, B2, etc .)

- Please submit one cohesive PDF file with Signed Coversheet, Backup Detail, and Supporting Documentation labeled in order (A1 –Invoice & Proof of Payment, A2 –Invoice & Proof of Payment, etc).

![Tennessee Department of Economic & Community Development logo] THANK YOU