



INVOICING JOB AID - MINI VIDEO SERIES

**PART 4 – DELIVERING THE PACKAGE TO ECD, SUBMITTING REVISIONS, AND REVIEW
TIMELINE AND PAYMENT.**

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.

Mini Video Series – 4/5

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Delivering the Package to TN ECD

The compiled invoice request package must be delivered to the TN ECD's budget office

- The completed reimbursement package must be sent to ECD.invoices@tn.gov to be logged into the official reimbursement process.
- If the request is too large to send over email :
 - Please send a copy of the coversheet or completed invoice template to Ecd.Invoices@tn.gov.
 - Then reach out to Emily Hale or K.Taylor to get access to a secure upload folder where the entire reimbursement request can be submitted
 - Please do not send the invoice in parts over multiple emails. This may cause delays in review and the loss of a portion of the submitted invoice.

Submitting Revisions to TN ECD

TN ECD will approach the grantee for clarifications and revisions after reviewing the reimbursement invoice

- TN ECD will communicate the need for revisions to the grantee from ECDBroadband.Invoices@tn.gov
- Revisions to the existing invoice in review can be directly submitted to ECDBroadband.Invoices@tn.gov
- If the revisions require a change in the amount of the invoice
 - Please change the date of the invoice to reflect the date on which the revised invoice was sent to ECDBroadband.Invoices@tn.gov
 - Kindly make sure to update the aspects of the invoice template that would be affected by the changes requested to the invoice such as invoice period, etc.
 - Due to the total amount of the reimbursement invoice requiring an edit, ECD will need an updated signature/date on the signature page.
- However, any **new invoice request** that emerges due to a necessary split in the invoice in question due to vendor invoices crossing FYS, must be sent to ECD.invoices@tn.gov

Final Request Submission Requirements

TN ECD will approach the grantee for clarifications and revisions after reviewing the reimbursement invoice

- The grantee must ensure the submission of all applicable close out documentation to TN ECD if the grantee is submitting the final pay request
- ECD will process the final grant request only after it receives all the closeout report and documents.

Review Timeline and Payment

TN ECD's review and payment process is expected to conclude within a span of 3-4 weeks

- Please allow at least 3-4 weeks for processing invoices from the submission date.
- Once a review is completed by our team it is then noted for payment. This notification allows payment to be released to the designated bank account for each grantee.
- Full posting of the payment in the designated bank account can take as many as 5 days following its release.
- **If revisions are required for the reimbursement invoice, this estimated timeline starts over.**



Department of
**Economic &
Community Development**

THANK YOU