



## Grants and Contract Compliance Division

### Invoice Submission

Type of Expenditures	Do	Do Not
Invoices	Submit invoices on time, per your contract	Itemize your invoice. This will avoid any incorrect payment processing.
	Organize receipts and other backup documents as listed on Monthly Financial Report.	Include any extract documents that do not show proof of payment
	Proof of payment for ALL expenses. Include bill, invoice, or receipt.	Include any fees or taxes on your allocated amounts
	Ensure that each document notates and/or highlights the exact amount for PSG allocation for specific expense. This is required in addition to the your allocation report.	
Type of Expenditures	Acceptable Backup	Not Acceptable Backup
Employee Compensation	Third party vendor paystubs or payroll journals with notations and or highlights indicating the exact amount allocated to the grant notated the document. <b>Must have third party vendor logo.</b>	Paystubs or Payroll Journals that do not have a <u>third party logo</u> or other type of indication that it is not an internal document
		General Ledger or other documents generated internally Bank statement that does not show proof of individual payments for each expense. Lump sum transactions on bank statements will not be sufficient.
Type of Expenditures	Acceptable Backup	Not Acceptable Backup
Fringe Benefits	Third party vendor invoice or bill (with logo)	General Ledger or other documents generated internally
	Third party vendor breakdown of employees covered and specific costs (with logo)	Internal check request forms
	Official bank statement or cleared check showing full payment.	Uncleared checks
	Paid invoice from third party vendor (with logo)	Copy of check made out to "CASH"
		Invoice that has an internal "PAID" stamp on it
Type of Expenditures	Acceptable Backup	Not Acceptable Backup
		Invoice or bill that does not indicate how much is allocated from PSG.
Occupancy Expenses	Third party vendor invoice or bill with logo	General Ledger or other documents generated internally
	Official bank statement or cleared check showing full payment.	Internal check request forms
	Paid invoice from third party vendor (with logo)	Uncleared checks
	Lease agreement for rent	Copy of check made payable to "CASH"
		Invoice that has an internal "PAID" stamp.
Type of Expenditures	Acceptable Backup	Not Acceptable Backup
		Invoice or bill that does not indicate how much is allocated from PSG.
Office Expenses	Third party vendor invoice or bill (with logo)	General Ledger or other documents generated internally
	Official bank statement or cleared check showing full payment.	Internal check request forms
	Paid invoice from the third party vendor (with logo)	Copy of check that does not show it has cleared.
		Copy of check made payable to "CASH"
		Invoice that has an internal "PAID" stamp.
NOTE: Professional Fees and Services	Anyone providing services for your agency/clients. Typically receives a 1099 from your organization	An employee of your organization who receives a W2
	Any services used to process payroll and/or benefits.	
Type of Expenditures	Acceptable Backup	Not Acceptable Backup
Travel Expenses	Travel/vehicle logs to reflect usage dates, times, and travel locations.	General Ledger or other internal check request forms
	Paystubs or payroll journals showing employee travel reimbursement	Uncleared checks
	Receipts for vehicle fuel	Copy of check made payable to "CASH"
	Cleared checks reflecting proof payment for employee travel reimbursement	Invoice that has an internal "PAID" stamp.
	Third party vendor invoice or bill (with logo)	Invoice or bill that does not indicate how much is allocated from PSG.
	Official bank statement or cleared check showing full payment.	
Type of Expenditures	Acceptable Backup	Not Acceptable Backup
	Paid invoice from third party vendor (with logo)	
Equipment Expenses	Third party vendor invoice or bill (with logo)	General Ledger or other internal check request forms
	Official bank statement or cleared check showing full payment.	Uncleared checks
	Paid invoice from third party vendor	Invoice that has an internal "PAID" stamp.
	Travel/vehicle logs that reflects dates, usage, times, and travel locations.	Invoice or bill that does not indicate how much is allocated from PSG.
Type of Expenditures	Acceptable Backup	Not Acceptable Backup
Direct Client Expenses	For expenses that are paying bills or invoices FOR a client (such as Client Utilities, Rent & Education)--Client tracking or intake forms are required as proof that you are serving a particular client.	General Ledger or other documents generated internally
	Third party vendor invoice or bill (with logo)	Bank statement that does not show proof of individual payments for each expense. Lump sum transactions on bank statements will not be sufficient.
	Official bank statement or cleared check showing full payment.	Invoice or bill that does not indicate how much is allocated from PSG.
	Paid invoice from the party vendor (with logo)	