# Subcontractor Invoice Checklist

## Checkmark graphic To Do

Quarterly invoice and state share documentation reports (SSDR) are completed within the provided invoice workbook and are to be submitted with personnel back-up documentation (Time & Effort Forms) within 30 days of the end of each quarter. Once submitted, the invoice review process will be completed within 5 business days. If corrections are requested, please resubmit corrected docs within 5 business days of receipt of request.

**The invoice workbook will be reviewed for the following:**

[ ]  All personnel that submit TEFs are listed on the entry page of the invoice workbook & all personnel listed on the entry page of the invoice workbook have TEFs

[ ]  There are no negative balance on the FS invoice “Unexpended Balance” column. If negative balance, there are two options:

* Deduct overage from expenses being claimed; or
* Complete a BAR to move money between categories (invoice will not be processed until BAR is approved)

[ ]  There must be enough cumulative state share reported to cover cumulative federal share on invoice (i.e. cumulative SS total should be at least double the cumulative FS total)

[ ]  Be sure to use the current version of your invoice workbook (when a BAR is approved, CHC will update your invoice workbook for you)

[ ]  All dates reflect the correct quarter being submitted

* Supplemental invoices should be labeled “supplemental” next to period reported
* Date in the top, right corner of invoice and SSDR should reflect submission date (~30 days after quarter end)

**Personnel Back-up documentation in the form of TEFs will be reviewed for the following:**

[ ]  TEF (time and effort form) hours are reported in quarter hour increments

[ ]  Hours reported in TEFs match hours reported in quarterly entry page

[ ]  Dates of signatures on TEFs should be on or after the last date of hours claimed

[ ]  If TEF is missing employee signature, request signature or state “unavailable to sign” and acquire supervisor signature

[ ]  Volunteers & Interns

* Unpaid interns are not subject to fringe benefit (FB) rates (enter FB rate as 0.0%)
* Report hours on the provided Activity Log, or if intern hours are 100% CFO allowable activities, a signed Duty Statement can be used in lieu of the Activity Log. Either the Activity Log or signed Duty Statement is needed in addition to the TEF.

[ ]  If an employee is splitting hours between state share (SS) and federal share (FS), please be sure:

* Pay and FB rates are the same on both FS & SS entry pages unless otherwise noted
* The total hours between both federal share and state share match TEF
* If all hours are reported on one TEF, include a note on TEF stating the split. If separate TEFs are used, clearly label which is SS and which is FS.