# 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.