



INVOICING GRANT EXPENDITURES

Department: Office of Economic & Workforce
Development

Effective Date: Oct 1, 2009

Policy/Procedure #: GF113Y

Supersedes: N/A

Overview

The timely processing of invoices and paying of expenditures is key to the successful operation of both OEWD and our grantees. The following procedure provides guidance around required steps and practices to ensure accuracy, timeliness and compliance.

Means of Submitting Invoices

Invoices must be submitted to OEWD by mail or may be hand delivered as an original signature is required on each request for payment. Grantees should be mindful of the number of days it will take for OEWD to receive delivery when submitting by mail to ensure the time does not exceed the allowable timeframe for submitting invoices.

Grantees are reminded to keep copies of all invoices and receipts submitted to OEWD for payment for their own records.

Processing

Grantee's will complete OEWD's *Invoice/Payment Request* form and attach all required/related receipts. Once an invoice and the relevant receipts have been received at OEWD, they will be date stamped and initialed by the receiver at OEWD and the Program Manager will cross reference all documents submitted.

OEWD must submit the invoice to the Controller from the date it was received at our office.

In the event that an invoice is *questionable* (lack of receipts, illegible documentation, etc.) the Program Manager will contact the Grantee directly in an attempt to rectify the concern.

In the event that an invoice is *denied* (expense not allowable under a grant, invoice exceeds grant amount, etc.) the OEWD Program Manager will contact the Grantee directly to inform them of the reason and will follow up by sending grantee correspondence confirming the invoice was denied and the reasoning behind the decision. A copy of the correspondence will be maintained

in the Grantee's grant file. Grantees wishing to contest denied invoices may contact the Director of Workforce Operations.

Timelines

Invoices are due to the OEWD Program Manager no later than ten (10) calendar days into each new month for any expenditure made in the previous month. Invoicing in accordance with the prescribed deadline is a compliance and a performance expectation. Failure to submit invoices by the 10th of each month will result in penalties up to and including non-payment of the expenditure(s).

Payment of Invoices

The City of San Francisco adheres to a policy of net thirty (30) days for payment of invoices. The thirty day period begins from the time the invoice is date stamped at OEWD.