

# GUIDELINES FOR PREPARING INVOICES

## INVOICE REQUIREMENTS

Invoices minimums: (1) must be on letterhead, (2) include time period in which work was conducted, (3) include contract number, (4) invoice total, (5) format should be consistent with the budget in your contract, (6) include in-kind for that period in one figure at the bottom of the invoice (NOT in the line-item portion of your invoice). PLEASE SEE EXAMPLE INVOICE.

Invoices SHOULD be submitted regularly (on a quarterly or monthly basis, as specified in your contract) to provide an accurate expenditure of funds. This will ensure swift review, processing, and payment of the county invoices. The billing period should be within one fiscal year and not span across two fiscal years.

**ALLOWABLE COSTS – All costs must be associated with the WMA. Your Invoice should follow your contract budget down to the line item and separate personnel expenses from operating expenses.**

### **Personnel Services**

Permanent and Temporary Staff - Costs associated with salaries. Agricultural Commissioner time is not an allowable charge except where the Agricultural Commissioner is the only supervisor in the department.

Staff Benefits – Actual staff benefits charged to the county for staff.

### **Operating Expenses**

General Expense – Display costs associated with general office and field supplies.

Postage – Display costs associated with mailing WMA materials.

Communications – Display costs associated with telephone/communication usage.

Vehicle Expense – Display costs associated with vehicle usage. All costs must be specifically displayed (for example, number of miles times appropriate rate). Mileage: 50.5 cents per mile MAX (less per mile is fine)

Travel – Display costs associated with travel (per diem, airfare, car rental, etc.) Travel is only reimbursable if CDFA has requested/approved the travel.

Treatment – Display costs associated w/ treatment (treatment area, pest control operator charges, etc.)

Equipment – Display costs associated with equipment purchases.

### **Overhead, Administrative and Indirect Costs**

Legislation limits all types of overhead and administrative costs to not exceed 10% of the total work plan budget. The bill states: "Not more than 10 percent of the noxious weed management funds distributed to a weed management area subject to this section may be used by that local organization for meeting, travel, administration, and coordination costs."

These costs can be displayed as a lump sum (10% of total budget) or they can be incorporated and itemized into each task's cost breakouts. These costs can simply be referred to as "administration costs". Do keep track (roughly) of what these costs are used for in your own records.

### **Other**

Specifically detail costs not otherwise addressed above.