

Common Invoice Mistakes

- Missing proper signatures. (Food G7, 7.5; Shower G.8, 8.2)
- Failure to **document** number of meals ordered **AND** actual number of meals served to apply 90% rule. (Food G.2)
- Failure to **document** the time the meal was ordered; cancelled; increased; decreased. (Food G.2)
- Failure to **document** odometer readings. (Food G.1, 1.1; Shower G.1, 1.1)
- Failure to **document** clock times for intermittent use. (Shower G.3)

Common Invoice Mistakes (Continued)

- Failure to **document** relocation.
- Failure to **document** exact number of units received on supplemental items.
- Failure to **document** deductions taken.
- Adding/changing items to supplemental list without CO approval.