

Invoice Payment Process

GSA Orders:

For GSA orders, unless otherwise specified in the task order, password and electronic invoice access may be obtained through GSA web site www.finance.gsa.gov. Along with submission to Ft Worth finance, a copy shall be sent via email to the COTR and task order Contracting Officer:

Requests for Payments shall be submitted in accordance with the format contained in GSAR 552.232-72, INVOICE REQUIREMENTS (APR 1989), to be considered proper for payment. In addition, the data elements indicated below shall be included on each invoice.

Task order number: (from GSA Form 300, Block 2).

Paying Number: (ACT/DAC NO.) (from GSA Form 300, Block 4).

The Contractor shall provide the Government with invoice detail in electronic format to be uploaded into the FAS Invoice Tracing database. Since each task order will include different tasks and hours, the Contractor shall work with the FAS to establish a format and procedure for supplying the invoice data.

The Contractor may invoice on a monthly basis. The invoice shall include the period of performance covered by the invoice and the CLIN number and title and Task Order number. All hours and costs shall be reported by CLIN element and Contractor employee, and shall be provided for the current billing month and in total from project inception to date. If teaming or subcontracting is proposed, one consolidated invoice from the prime Contractor shall be submitted in accordance with other terms and conditions of the RFQ. The Contractor shall provide the invoice data in spreadsheet form with the following detailed information. The listing shall include separate columns and totals for the current invoice period and the project to date.

- Employee name (current and past employees)
- Employee company labor category
- Employee labor category
- Monthly and total cumulative hours worked
- Burdened hourly labor rate
- Cost incurred not billed

Non-GSA Task Orders:

Contractors shall follow the instructions for invoicing and payment for the ordering Agency. The ordering Agency's task order shall include detailed invoicing and billing instructions that follow Agency policy and procedure.