



## **Electronic Submission of Invoices**

This policy is written to standardize the methodology for accepting and processing electronic invoices from Contractors providing services to the Human Services Agency.

The Office of Contract Management for the Human Services Agency (HSA) is encouraging the electronic submission of contract invoices. Invoicing by email will eliminate lost or delayed invoices due to mail or delivery problems and help expedite payments of invoices.

Contractors may, if they wish, send their monthly invoices to HSA via email. HSA will first require a letter authorizing the electronic submission of invoices signed by the Executive Director or Financial Officer. Once the letter is received and approved, contractors may begin invoicing electronically. The agency may choose to designate one person at their site to email the invoices monthly. The invoice would be emailed to the assigned contract manager.

The Payroll back up may be submitted as a separate email attachment, spreadsheet, or by fax. Supporting documentation beyond the payroll expenses need not be submitted with the invoice. Contractors must keep and make available upon request signed copies of the invoices and supporting documentation for all expenditures for which reimbursement is requested.

All HSA contractors are encouraged to sign up for electronic payments in accordance with the City Controllers Office ACH payment method.

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