

“Grantees and Contractors are hereinafter referred to as Contractor.”

Contractors will submit an Invoice (Appendix 25 or Appendix 3) for reimbursement of nutrition education expenditures incurred to perform their NEOPB deliverables (Appendix 6) outlined in the approved budget for each quarter/month of the budget year and email to [NEOPBfiscalrequest@cdph.ca.gov](mailto:NEOPBfiscalrequest@cdph.ca.gov).

#### **400.1 Invoice Preparation**

The invoice must be based on actual expenditures incurred within the quarter/month specified. The expenditures claimed must be pre-approved in the Budget Justification (BJ) and be substantiated by supporting documentation. The NEOPB requires supporting documentation be available for a fiscal review upon request by NEOPB or USDA and be kept on file for a period of three (3) years after the end of the contract term.

#### **400.2 Invoices with Subcontractor Expenditures**

Subcontract agreements over \$5,000 and any subsequent amendments must be submitted to the assigned Contract Manager (CM) before any subcontract expenditure can be invoiced and reimbursed. NEOPB will withhold payment of the invoice for the subcontract line item until the subcontractor agreement is received from the contractor.

#### **400.3 Invoices with Equipment Expenditures**

Equipment line item expenditures must be accompanied by the ‘California Department of Public Health Funds form’, CDPH 1203 (Appendix 7) with the quarterly/monthly invoice. The invoice will not be processed until this form is received.

In addition, if equipment is purchased during the contract term, an Inventory/Disposition of CDPH Funded Equipment Form, CDPH 1204 (Appendix 8), has to be completed and submitted with the 4<sup>th</sup> quarter or month 12 invoice of each federal fiscal year.

#### **400.4 Supplemental Invoices**

Supplemental invoices may only be submitted for quarters 1 through 3 invoices (quarterly billers) or months 1 through 11 invoices (monthly billers). The supplemental invoice must be received no more than ninety (90) calendar days following the end of the quarter or month being billed.

**Supplemental invoices submitted after the 4<sup>th</sup> quarter invoice or month 12 invoice for each federal fiscal year will not be processed.**

#### **400.5 Invoice Submission**

Invoices are due sixty (60) calendar days following the end of each reporting period. Invoices will be submitted electronically to the NEOPB Invoice mailbox at [NEOPBFiscalRequest@cdph.ca.gov](mailto:NEOPBFiscalRequest@cdph.ca.gov). Please use the subject line: Invoice--your county name. The following are due dates for submitting quarterly and monthly invoices.

**Invoices (Quarterly)**

<u>Quarter</u>	<u>Reporting Period</u>	<u>Due Date</u>
1 <sup>st</sup>	October 1, 20xx through December 31, 20xx	March 1, 20xx
2 <sup>nd</sup>	January 1, 20xx through March 31, 20xx	June 1, 20xx
3 <sup>rd</sup>	April 1, 20xx through June 30, 20xx	September 1, 20xx
4 <sup>th</sup>	July 1, 20xx through September 30, 20xx	December 1, 20xx

**Invoices (Monthly)**

<u>Month</u>	<u>Reporting Period</u>	<u>Due Date</u>
October	October 1, 20xx through October 31, 20xx	January 1, 20xx
November	November 1, 20xx through November 30, 20xx	February 1, 20xx
December	December 1, 20xx through December 31, 20xx	March 1, 20xx
January	January 1, 20xx through January 31, 20xx	April 1, 20xx
February	February 1, 20xx through February 28(29), 20xx	May 1, 20xx
March	March 1, 20xx through March 31, 20xx	June 1, 20xx
April	April 1, 20xx through April 30, 20xx	July 1, 20xx
May	May 1, 20xx through May 31, 20xx	August 1, 20xx
June	June 1, 20xx through June 30, 20xx	September 1, 20xx
July	July 1, 20xx through July 31, 20xx	October 1, 20xx
August	August 1, 20xx through August 31, 20xx	November 1, 20xx
September	September 1, 20xx through September 30, 20xx	December 1, 20xx

If a contractor determines they are unable to submit the invoice on or before the due date, they should contact the NEOPB CM, in writing, to request an extension

**Note:**

**A delinquency notice will be sent to Contractors who do not meet the above due dates. Failure to submit invoices on or before the due date may cause significant delays in the payment of your invoice, or in some cases, depending on the age of the delinquency, your request for payment may be denied.**

**400.6 Payment Process**

The CM will process the invoice and forward it to the CDPH accounting office for payment within 5 business days from receipt.

Undisputed invoices can take approximately 45 business days to receive reimbursement. All invoices are processed on a first-come, first-serve basis.

**400.7 Invoice Dispute Notification Form**

Invoices disputed for “reasonable cause” must be acknowledged by the CM, in writing, by sending an Invoice Dispute Notification form (Appendix 9) to the contractor within 5 business days of receipt of the invoice. A new invoice might need to be submitted, if applicable.

**400.8 Fourth Quarter Invoice/Final Invoice**

The fourth quarter invoice or final invoice is due on December 1, 20xx. Said invoice should be clearly marked "Final Invoice", indicating that all payment obligations of the State under the Grant/Contract have ceased and that no further payments are due or outstanding.

Invoices submitted beyond the deadline listed above will not be processed for payment.

NEOPB will withhold payment of the contractor's last quarter invoice for the contract term (i.e., July through September) until the final Quarterly Progress Report and other contract deliverables have been received and approved by the CM and PO.

**400.9 Credit Invoices**

Credit invoices are required when a NEOPB fiscal review has discovered an undocumented or unallowable expense and reimbursement is necessary. The contractor must submit a credit invoice claiming only the reimburse expense against the line item in which it incurred and must clearly label the invoice as "Credit" in the heading.

Cumulative expenses on credit invoices should include all expenditures incurred on all previously submitted invoices to-date.