

Grantees will submit an Invoice (Appendix 27 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.

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 grant term.

400.2 Invoices with Subcontractor, Consultant and Mini-Grants Expenditures

Subcontract agreements over \$5,000 related to a subcontractor, consultant, and/or mini-grants must be reviewed and approved before any 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 grantee and approved by the Contract Manager (CM).

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 by the CM.

In addition, if equipment is purchased during the grant term, an Inventory/Disposition of CDPH Funded Equipment Form, CDPH 1204 (Appendix 8) has to be completed and submitted with the final invoice each year.

400.4 Supplemental Invoices

Supplemental invoices are necessary when expenditures are incurred during a previously billed quarter/month and were not included in the originally submitted invoice. The grantee must submit a supplemental invoice claiming only the additional expense against the previous reporting period in which it incurred and must clearly label the invoice as "Supplemental" in the heading. Cumulative expenses on supplemental invoices should include all expenditures incurred on all previously submitted to-date invoices.

For example; in January (2nd Quarter), a grantee discovered an additional \$100 in Operating Expenses for October (1st Quarter) that was not included on the original quarter invoice previously submitted. The grantee should not include this additional \$100 expense on the second quarter invoice, but in a supplemental invoice for the first quarter.

Supplemental invoices for the first three quarters are due no later than (90) days after the end of each quarter. **Supplemental invoices submitted after the final invoice will not be accepted.**

400.5 Invoice Submission

Invoices are due sixty (60) days following the end of each reporting period. Invoices will be submitted electronically to NEOPB Invoice mailbox at 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 st	October 1, 20xx through December 31, 20xx	March 1, 20xx
2 nd	January 1, 20xx through March 31, 20xx	May 30, 20xx
3 rd	April 1, 20xx through June 30, 20xx	August 31, 20xx
4 th	July 1, 20xx through September 30, 20xx	November 30, 20xx

Invoices (Monthly)

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

If a grantee 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 letter will be forwarded to Grantees 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 NEOPB internal accounting unit for payment within 5 business days from receipt and within 10 business days for last quarter invoices of the grant term.

Undisputed invoices total processing time can take approximately 45 to 60 business days. 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 grantee 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

NEOPB will withhold payment of the grantee's last quarter invoice for the grant term (i.e., July through September) until the final Quarterly Progress Report and other grant 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 grantee 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.