



KAREN L. SMITH, MD, MPH  
State Public Health Officer & Director

State of California—Health and Human Services Agency  
California Department of Public Health



GAVIN NEWSOM  
Governor

OFFICE OF AIDS (OA)  
HIV Prevention Program

Management Memorandum  
Memorandum Number: 2019-01

Date: February 4, 2019  
TO: HIV Prevention Program Partners and Contract Managers  
SUBJECT: HIV Prevention Program Invoice Submission Deadlines

The purpose of this memo is to inform HIV Prevention Program Partners and Contract Managers of the invoice submission deadlines and requirements for the budget period of January 1, 2019 through December 31, 2019.

Due to increasingly stringent fiscal accountability and additional reporting requirements, **OA is requiring that all quarterly invoices for the period of January 1, 2019 to December 31, 2019 be submitted no later than 45 calendar days after the end of each quarter.** OA is unable to process payments past this deadline. Due dates for the budget year are:

Quarter One 01/01/19 – 03/31/19 Invoice Due Date: May 15, 2019  
Quarter Two 04/01/19 – 06/30/19 Invoice Due Date: August 15, 2019  
Quarter Three 07/01/19 – 09/30/19 Invoice Due Date: November 15, 2019  
Quarter Four 10/01/19 – 12/31/19 Invoice Due Date: February 15, 2020

All invoices must be accompanied with appropriate back-up documentation and submitted via email to [OA.Prevention.Invoices@cdph.ca.gov](mailto:OA.Prevention.Invoices@cdph.ca.gov).

**As a reminder if you have not submitted your December 31, 2018 Quarter Four invoice yet, please submit no later than February 15, 2019.**

If you have any questions please contact me at [Duane.Cissna@CDPH.ca.gov](mailto:Duane.Cissna@CDPH.ca.gov) or 916-449-5831.

Thank you,

Duane Cissna, Chief  
HIV Prevention Implementation Section  
Office of AIDS