

Guide to Preparing Invoices for Thurston County Office of Housing & Homeless Prevention (2023-2024 Fiscal Year)

CONTENTS OF EACH INVOICE

Compile all invoice forms and documentation into a single PDF to submit electronically to HousingThurston@co.thurston.wa.us. Your invoice contents should include:

- 1: Payment Voucher: Cover form provided by Office of Housing & Homeless Prevention (OHHP)
- 2: General Ledger transaction report: Detailed report of all expenditures being billed to the County. The General Ledger must match the amount invoiced.
- 3: Expenses of \$1000 –Excel form by Commerce (if applicable)
- 4: Grant-specific requirements, such as a Commerce Voucher (if applicable)
- 5: Indirect or Allocated Expense Report – documentation to show calculations (if applicable)
- 6: Supporting documentation – receipts, timesheets, paystubs provided in the same order as the general ledger

PAYMENT VOUCHER (COVER FORM)

Thurston County will provide your Payment Voucher (cover form).

Filling out your Payment Voucher:

- Remember to add the dates in place of “mm.yy” after the pre-filled contract number.
- Report Period: Month(s)/Year - The period covered by the invoice. This is the period during which the expenditures occurred.
- Prepared by - Preparer must be different than authorized signer. The preparer’s signature is not needed.
- Expenses to date - The cumulative total of all previous billings. This total does NOT include the current amount being billed.
- Report period request - The current expenditures that are being invoiced. Invoices provided should match amount on template.
- Note the Vendors Certificate
- Many cells are locked or auto-calculate. Do not attempt to override formulas or locked cells
- By - Signature by agency’s authorized representative
 - DocuSign
 - Adobe signature request
 - Add handwritten signature added to Adobe
 - Print, sign, and scan signed form
 - NOT ACCEPTABLE: Typing in a text box or a line of text

Example Payment Voucher:

Payment Voucher		Invoice #	contract#.MM.YY	
AGENCY NAME Thurston County Public Health & Social Services Housing and Community Renewal 412 Lilly Rd NE Olympia, WA 98506		Reporting Period:	month(s) / year	
		Invoice Prepared By:		
		(PRINTED NAME)	(TITLE) (DATE)	
VENDOR OR CLAIMANT (Warrant is to be payable to:)		Contract #	PREFILLED	
		Contract Period:	PREFILLED	
Name:				
Address:	ABC Vendor 123 Anywhere Ave.			
Vendor #	Vendor's Certificate: The individual signing this voucher below warrants they have the authority to do so as authorized and on behalf of the entity identified in the Vendor/Claimant section. The individual signing below certifies under penalty of perjury that the items and totals listed herein are proper charges for materials, merchandise or services furnished per the Thurston County Contract referenced above, and that all goods furnished and/or services rendered have been provided without discrimination on the basis of age, sex, marital status, race, creed, color, national origin, handicap, religion or Vietnam era or disabled veterans status.			
Contact Name:				
Phone:	By:			
Email:	(SIGNATURE)			
		(PRINTED NAME)	(TITLE) (DATE)	
Budget Line Items:	Budget	Expenses to Date	Report Period Request	Line Item Balance
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
TOTALS:	\$ -	\$ -	\$ -	\$ -
New Grant Balance for current Fiscal Year	\$ -	Reimbursement Request this Reporting Period	\$ -	

SUPPORTING DOCUMENTATION

Please compile supporting documentation in the same order as the General Ledger.

Time and effort documentation must include:

- Pay date
- Employee name
- Pay rate
- Number of hours charged to the County
- Wages/employer-paid benefits being charged to the program
- If wages are allocated, show the rate and the basis for the calculation (i.e. show the math)

For **time and effort**, a detailed general ledger report does not typically show everything listed above, so please provide additional documentation (which might include, but is not limited to, a payroll report) that ties back to the general ledger transaction report. For allocated wages, please provide additional documentation (which might include, but is not limited to, an Excel worksheet that shows the math) that will tie back to the general ledger transaction report. Please make any additional documentation easy to read, follow, and understand.

Direct expenses documentation must include:

- Transaction date
- Name of vendor
- **Detailed** description of the expense
- Amount charged to the County

For **direct expenses**, the detailed general ledger transaction report must show the charge. If your detailed general ledger transaction report **does not** provide everything listed above for any direct expense, County staff may ask for a receipt as backup documentation if any cost is unclear. The receipt must show all items listed above and tie back to the general ledger transaction report. Please make any additional documentation easy to read, follow, and understand.

Indirect and allocated expenses documentation must include:

- The calculation for the amount charged to the County. Show the rate and the basis for the calculation (i.e. show the math). It needs to be clear what you are applying the rate to (e.g. personnel costs only, all costs, etc).

For **indirect and allocated expenses**, if your detailed general ledger transaction report does not provide the rate calculation, please provide additional documentation (which might include, but is not limited to, an Excel worksheet that shows the math) that will tie back to the general ledger transaction report. Please make any additional documentation easy to read, follow, and understand.

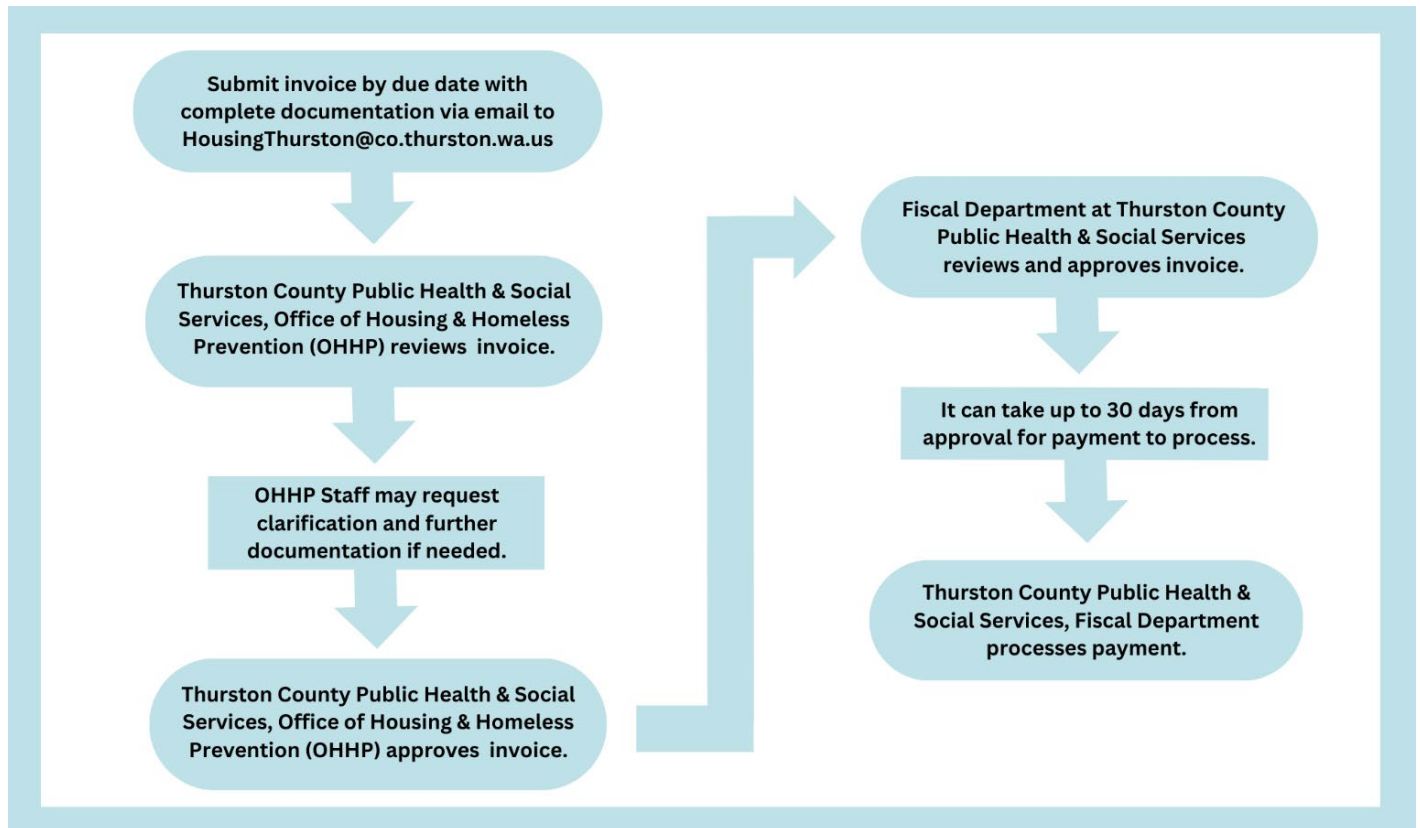
COMMON ERRORS

- Lack of documentation that the expense was paid
- Lack of detail about what expense is (e.g., have credit card statement but no detail behind what was paid on credit card)
- Billing for services not yet rendered
- Expense was paid outside of the invoice report period
- Calculation errors
- Reimbursement request not matching back-up documentation
- Invoice includes expenses in more than one calendar year (must separate invoicing that crosses calendar years)
- Expense is not an eligible project expense
- Prior expense period not reflecting accurate accumulative total

INVOICE DUE DATES

- Human Services Fund: Due monthly or quarterly by October 10, January 10, April 10, July 10.
- 2163/2060/CHG/HEN/EHF: Due monthly by the 10th of each month.
- HOME/CDBG: Due monthly or as costs are incurred depending on the project.
- CDBG Public Service: Due monthly or quarterly by October 10, January 10, April 10, July 10.

INVOICE PROCESS TIMELINE



THURSTON COUNTY CONTACTS

Office of Housing & Homeless Prevention

Main email: HousingThurston@co.thurston.wa.us (monitored by multiple staff members)

Cody Anderson, Contracts Lead for Homeless Services (HSF, 2163/2060/CHG/HEN/EHF)

Cody.Anderson@co.thurston.wa.us, 360-280-0933

Cody is on leave until October 2023. Please use interim contacts until then.

Interim Contacts for Homeless Services contracts:

- Arielle Benson, Arielle.Benson@co.thurston.wa.us, 360-490-1280
- Leah Tangeman, Leah.Tangeman@co.thurston.wa.us, 360-490-6548

Alex Persse, Contracts Lead for Affordable Housing (HOME/CDBG & CDBG)

Alex.Persse@co.thurston.wa.us, 360-463-0576

Fiscal Department

Mark Kramer: Mark.Kramer@co.thurston.wa.us, 360-867-2613



Office of Housing & Homeless Prevention
Thurston County Public Health & Social Services
412 Lilly Rd. NE Olympia, WA 98506
360-867-2500, WA Relay 711 or 800-833-6388