Putting Together your Request Packet
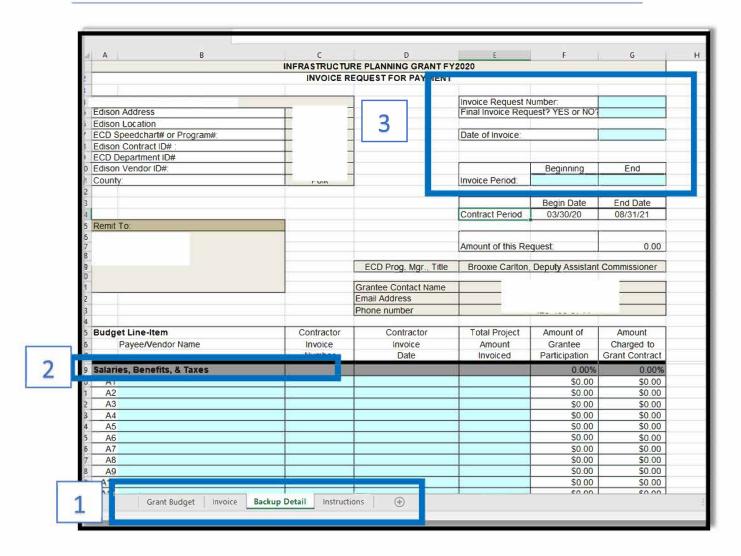
Once your Invoice template has been completed, printed out, and signed, it is now time to add the supporting documents to the request package. For instructions on navigating the invoice template, please see pages 2 through 4.

- For each vendor invoice that you listed on the Backup Detail tab, you will need to provide the invoice/sales receipt **and** the proof of payment.
    - o <u>Vendor Invoice Requirements:</u>
        - ▪ Must show the vendor name, invoice date/dates of service, amount, and a description of the items or services purchased
    - o <u>Proof of Payment Requirements:</u>
        - ▪ Our finance team only accepts copies of the canceled check, bank statements, credit card statements, or detailed check stubs
- The request should be in one pdf document and in the following order:
    - o Signed and dated invoice coversheet (from the Invoice tab of the invoice template)
    - o Backup Detail pages (from the Backup Detail tab of the invoice template)
    - o Vendor invoice/sales receipt **and** proof of payment for each expense on the backup detail tab
        - ▪ These should be in order based on the backup detail line it was listed on, and there should be handwritten or typed labels on each page of the supporting documents to tie it back to the backup detail lines (A1, A2, B1, B2, etc ...)

Once you have a completed reimbursement package, please send it to ECD.invoices@tn.gov to be logged into the official reimbursement process.

-If the request is too large to send over email, please send a copy of the coversheet or completed invoice template to Ecd.Invoices@tn.gov. Then reach out to Alaire Brown to get access to a secure upload folder where you can submit your entire reimbursement request.

Filling Out the Invoice Template

Backup Detail Tab (the numbers in the above picture correspond to the notes below)-

1) When you open your template, you should see four tabs at the bottom.
    a. The **Grant Budget** tab shows you your contract budget, and if there are any budget revisions or amendments the changes will be shown there.
    b. The **Invoice** tab is your invoice coversheet that is mostly auto populated by the backup detail tab.
    c. The **Backup Detail** *(shown above)* tab is where you will enter almost all of your reimbursement information.
    d. The **Instructions** tab has some information on how to complete and submit your reimbursement request.

Filling Out the Invoice Template

2) When you are on your backup detail tab you will need to find the appropriate budget line-item for the vendor invoice you are wanting to be reimbursed for.
    a. Once you have found the budget line-item your expense corresponds with, you will need to type in the vendor invoice information for each individual invoice/receipt in the blue area.
        i. Do not combine multiple vendor invoices/receipts into one line, and do not split one invoice/receipt over multiple lines unless you need to split it between multiple budget categories.
    b. Once you have entered in the information in the light blue area, the template will auto calculate the match and the grant request amount.
3) This area on the backup detail tab is where you will fill in identifying reimbursement request information.
    a. **Invoice Request Number** will be 1 if this is your first request and will progress from there
    b. **Final Invoice** will either be Yes or No depending on if you plan to submit more reimbursement requests to us in the future
    c. **Date of Invoice** is the date you will be sending this reimbursement request to us
    d. **Invoice Period** is based on the invoice dates of the vendor invoices you input on the backup detail lines. You will use the earliest and the latest dates to create the period

Once you finish filling out your backup detail tab, you will then click over to the Invoice tab-

INFRASTRUCTURE PLANNING GRANT FY2020
INVOICE REQUEST FOR PAYMENT

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| Invoice Request Number: | |
| Final Invoice Request? YES or NO?: | |

Date of Invoice:

| | Beginning | End |
| Invoice Period: | | |

| | Begin Date | End Date |
| Contract Period: | 03/30/20 | 08/31/21 |

Amount of this Request: 0.00

Brooxie Carlton, De   0

Edison Address
Edison Location
ECD Speedchart# or Program#:
Edison Contract ID# :
ECD Department ID#
Edison Vendor ID#:
County:

Remit To:

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Budget Line-Item	Total Project	Grantee Participation	% Grantee Participation	Grant Budget	% Grant Funds	Amount of Grant Funds Previously Invoiced	Beginning Grant Balance	Amount Requested for Current Invoice Period	Cumulative Amount Invoiced	Ending Grant Balance	Cumulative Percent Invoiced
Salaries, Benefits, & Taxes	$0.00	$0.00	0.00%	$0.00	0.00%	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%
Professional Fee, Grant & Award	$47,369.00	$2,369.00	5.00%	$45,000.00	95.00%	$0.00	$45,000.00	$0.00	$0.00	$45,000.00	0.00%
Supplies, Telephone, Postage & Shipping, Occi	$0.00	$0.00	0.00%	$0.00	0.00%	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%
Travel, Conferences, & Meetings	$0.00	$0.00	0.00%	$0.00	0.00%	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%
Interest	$0.00	$0.00	0.00%	$0.00	0.00%	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%
Insurance	$0.00	$0.00	0.00%	$0.00	0.00%	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%
Specific Assistance to Individuals	$0.00	$0.00	0.00%	$0.00	0.00%	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%
Depreciation	$0.00	$0.00	0.00%	$0.00	0.00%	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%
Other Non-Personnel	$0.00	$0.00	0.00%	$0.00	0.00%	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%
Capital Purchase	$0.00	$0.00	0.00%	$0.00	0.00%	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%
Indirect Cost	$0.00	$0.00	0.00%	$0.00	0.00%	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%
In-Kind Expense	$0.00	$0.00	0.00%	$0.00	0.00%	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%
Total	$47,369.00	$2,369.00	5.00%	$45,000.00	95.00%	$0.00	$45,000.00	$0.00	$0.00	$45,000.00	0.00%

Please choose an option below:
YES

I hereby certify that the information in this request for payment is true and correct. The grantee has complied with all laws and regulations including all state and local procurement policies in the performance of this project.

Authorized Signature:
Title: Date

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4) You will notice that all the information you typed out on the backup detail tab will be auto-populating on this coversheet.
   a. As a reminder, the invoice information in the top right corner of this tab should be completed on the backup detail page. If it is not populating, please go back to the backup detail tab and fill it in.
   b. Please pay close attention to the **Ending Grant Balance** column on this tab to ensure the request isn't overdrawing the grant funds available to you.
5) The only area of this tab where you will need to type something in will be the **Amount of Grant Funds Previously Invoiced** column that is in blue.
   a. If this is your first request, then this will be zero.
   b. If this is second request or beyond, this will need to be filled in based on your previous invoices.
6) Once you have confirmed everything is auto-populating correctly, and adjusted that Amount Previously Invoiced (if needed), then you will need to print (or print to pdf) the invoice and the backup detail tab.
   a. You will then need to sign the signature line and date the request at the bottom of the invoice tab page, prior to submitting the request.
   b. ***We do not accept typed out signatures. It must be a wet signature or a digitally verified signature***

- **Legible Documents:** Invoices must be legible. Especially when a document has been scanned several times for review and signature, please ensure that the information is as close to the clear visibility of the original document as possible.
- **Invoice Template Completion:**
    - o All date fields must be completed. This includes but is not limited to the invoice date, invoice period, signature line (all of coversheet) and invoices dates on backup details pages. This information should also match the period or specific date on the supporting documentation.
    - o All invoice numbers must be entered. This should match the supporting documentation for each item listed on the backup details pages.
        - ▪ Supporting documentation must be an invoice and not a statement. The amounts shown should clearly match the information entered on the backup details pages.
    - o The date of the invoice as well as the invoice period begin date cannot precede the contract begin date. When completing the invoice template, please ensure these dates are no sooner than the contract begin date.
- **Proof of Payment:** All payments and proof of payment must be tied to the grantee organization. If payments have been provided by a different agency for a specific item, you must also include a payment from the grantee to the paying agency showing all funds for reimbursement are tied to the grantee organization.
- **Supporting Documentation:** Supporting documentation is **required** for all reimbursement requests made on the invoice template.
    - o Supporting documentation (contractors invoice, billing statements that include exact dates of services, itemized receipts, etc.) should be labeled to match the corresponding item on the invoice template.
        - ▪ Example: B1 should be added as a label to the invoice, contract or proof of payment that corresponds with the information entered in B1 on the invoice template. If multiple line items are listed on one invoice/contract/proof of payment, simply include a label for all items it is applicable for.
- **Submission:** All invoices must be submitted by the grantee to ECD.Invoices@tn.gov (ECD Invoices inbox).
    - o If changes are needed, it is ok to return the requested information to Alaire Brown or the respective Program Director, but original submissions must be sent to the ECD Invoices inbox.
- **Invoice Changes:** If multiple people are included on the request for changes, it is most helpful to reply all with the corrections.
    - o Timely return of requested changes is appreciated. A delay in this information causes a delay in the reimbursement payment back to the grantee.
- **Final Request Submission Requirements:** If you are submitting your final pay request, please make sure you have submitted all applicable closeout documentation to TNECD. Once we have received your closeout report and documents, we can process the final grant request.
- **Review Timeline & Payment:** Please allow at least 3-4 weeks for processing invoices from the submission date. There are two levels of review (programmatic and fiscal) required for each reimbursement request. Once a request is completed by our fiscal team it is then noted for payment; this notification allows payment to be released to the designated bank account for each grantee. Full posting of the payment in the designated bank account can take as many as 5 days following its release.
    - o Note: if changes are required between the programmatic and/or fiscal review, this estimated timeline starts over.