



BARDA Industry Day Boston

Show Me the Money™ : Invoices in Brief

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Introduction to Invoices



1. What is an invoice?

- An invoice represents the work attributed to a specific time period or task, as applicable to the terms of the contract, and the costs that are associated with that work.

2. When do I send an invoice?

- Some contracts bill monthly for ongoing work, ranging from janitorial services to complex R&D. Other contracts may require certain Tasks/ Milestones to be completed/reached prior to invoice generation. Those time periods or tasks should be clearly outlined in the contract document.



What to include in an Invoice



- Detailed in contract document.
- Must be supported. If charge isn't supported, it won't be allowable.
- Likely to contain both the Current and Cumulative totals for the following:
 - Direct Costs
 - Indirect Costs
 - Travel
 - Profit or Fee
 - Sub-Contractor costs (include copy of Sub-Contractor invoice)
 - Other Direct Costs (ODC)
 - Cost of Money



Tips for Invoices



1. Be Clear!

- Make sure it's understandable by anyone who needs to view it. New CO's and CS's may be assigned to the contract or the file may need to be reviewed/audited for accuracy; a clear and concise invoice is key and can also help expedite the process.

2. Be Detailed!

- You may have a very complicated contract with many sub –categories on your invoice. A good practice is to have a high level breakout on the front page and provide more detailed breakouts in the supporting documents. Not supported = not paid.

3. Be Flexible!

- You may have one way to do things and we may have another. Remaining flexible to changes/revisions in invoice style or presentation is a valuable asset to any CO or CS.



The Invoice Process



- Step 1 – Contractor provides goods and/or Services.
- Step 2 – In accordance with the contract document, the contractor creates and issues an invoice for said goods and/or service.
- Step 3 – Government receives invoice.
- Step 4 – Government (CO, CS and COTR) review invoice for accuracy and acceptability.
- Step 4a – In the event the invoice is not accepted, it will be suspended and returned for correction.
- Step 5 – The Government approves the invoice and sends it off to payment office.
- Step 6 – Invoice gets paid.



The Internal AMCG Invoice Review Process

Per AMCG Invoice Standard Operating Procedure



- Copies of invoice go to CS and COTR – both review invoice for accuracy and COTR signs “Invoice Receiving” Form.
- Invoice and Form with COTR signature then “Received” in our funds certification system; the receiving form is signed by the receiving official.
- Invoice and Form with COTR signature and Receiving certification and signature goes to CO for final review and signature.
- Invoice and Form with all final signatures is send to Payment Office for payment.



Prompt Payment Act Translation



- Ensures that Agencies pay invoices in a timely manner
- Allows for interest payments on late invoices, to be calculated by the government.
- Establishes time frames to be followed by agency (in Calendar days)
 - Seven (7) Days to suspend for improper or incomplete invoice
 - Thirty (30) days after receipt of proper invoice (or as otherwise spelled out in contract terms) to pay invoice.
- New rule for Small Businesses: Three (3) day turn-around for invoice review



Questions?