# Invoice Preparation Checklist

**Appendix J**

* Is the invoice printed on letterhead that includes contact information for your organization?
* Does the invoice include the contract number?
* Did you check your math?

*Poor math can hold up payment; consider using a simple excel spread sheet to check sums.*

* Are there two signatures on each invoice?

*The City Auditors office requires 2 different people to process an invoice: the preparer and the authorizer. Both need to sign it.*

* Is the invoice billing period within the grant period?

*The city won’t pay an invoice for the “billing period” of July through September if the invoice says the grant period ended in June, (even if the contract was extended to December.)*

* Has the invoice billing period ended?

*The city won’t pay an invoice until after the “billing period” has ended. So for immediate payment of an invoice, an invoice submitted March 15 should have a billing period ending no later than March 15.*

* Is the funding source correct?
* Are you sending the original signed invoice in the mail?