

ExCEL Invoice Dos and Don'ts

Item	Dos	Don'ts
Payroll	<ul style="list-style-type: none"> • If you are only billing a portion of staff salary, please indicate it. • Include the second page of the invoice template (Invoice Documentation Summary). • Please make sure to list all staff and payroll charged to ExCEL on the Invoice Documentation Summary. • Include only payroll expenses that are posted to the payroll summary for the invoice period. 	<ul style="list-style-type: none"> • Do not include general ledgers.
Receipts	<ul style="list-style-type: none"> • Make sure receipts are clear with items purchased and prices clearly legible. • Itemize your receipts. For receipts that are not itemized, please write out what was purchased. • Circle the total on the receipt. • Provide justification for purchase (for example: materials for cooking class, program supplies, etc.,) • For online orders, include the receipt indicating the items were already paid for. 	<ul style="list-style-type: none"> • Do not include receipts not billed to ExCEL. • Do not include personal items on receipts. • Do not include a lost receipt document. Lost receipts are not accepted. • Do not include illegible copies of receipts. If the copy is too light, make a darker copy.
Documentation	<ul style="list-style-type: none"> • Include back up documents and (if necessary) spreadsheets outlining the amount billed to ExCEL • For online orders, indicate the purchase on your Invoice Documentation Summary, however DO NOT submit a copy of the general ledger. • For items/services that need approval, be sure to include a copy of the appropriate signed Approval Form. • Turn in your Budget Revisions PRIOR to invoicing. • Include a detailed lesson plan that includes educational objectives if purchases of junk food-like materials are used for a lesson or activity. • Include only expenses that are posted to the Invoice Documentation Summary for the invoice period 	<ul style="list-style-type: none"> • Do not include credit card statements, petty cash statements or other internal documents.
General	<ul style="list-style-type: none"> • Make sure the math adds up! • Email your assigned ExCEL staff in advance about unique situations relating to the invoice. 	<ul style="list-style-type: none"> • Do not invoice over the contracted amount for the year. • Do not invoice over the administrative budget for the year.