

EASTERN WASHINGTON UNIVERSITY
Construction and Planning Services
Instructions for Submittal of Consultant Invoice for Payment
Not to Exceed Amount Time and Material Basis

Proper preparation of invoice vouchers is necessary to ensure prompt payment by Eastern Washington University. Any questions you have regarding invoicing should be directed to your Construction and Planning Services project manager. Your CPS project manager can be reached by calling him or her directly or by calling the office at (509) 359-6323.

Enclosed are a workbook with copies of the following forms, and a disk with the same forms in a Microsoft Excel 2002 workbook. The workbook is titled "EWU Consultant Not to Exceed Invoice".

<u>Workbook Tab</u>	<u>Explanation</u>
Invoice	Consultant Invoice Voucher
Application	Application for Payment
Subconsultant List	Subcontractor/Supplier List and Statement of MWBE Participation

Preparing an invoice for payment utilizing Microsoft Excel:

1. Open the EXCEL Workbook "EWU Consultant Not to Exceed Invoice ", and 'save as' wherever you chose, using whatever name you choose.
2. The screen showing the workbook contents should come up with the files or pages listed above. **You must fill in the cells that contain the blue question marks or blue zeros.** If no information is needed for a particular cell, move the cursor to that cell and delete the cell contents.
3. Invoice (**Fill in all items shown in blue**)
On the consultant invoice voucher page fill in your firm's name and address, contract number, invoice date, invoice number, invoice period and the title of the person signing the form. The remainder of the invoice page will be automatically filled in as the Application for Payment page is completed.
4. Application (**Fill in all items shown in blue**)
Open the Application for Payment, and fill in the "Original Not to Exceed Amount". As required fill in the amendment description and amount if there are any amendments that have increased the not to exceed amount. Next fill in the "Previously Invoiced" amount. Under the schedule of services section fill in all labor, reimbursable and sub consultant fields as shown in blue. The total for the invoice should be filled out at the bottom of the page.
5. Attach all backup documentation required to substantiate reimbursable and sub consultant expenses. Sub consultants will be required to provide breakdown of labor and any backup documentation for reimbursable expenses.
6. Sub List
The Subconsultant List and Statement of MWBE Participation are to be submitted with the third and final invoices. When you open the Sub List all the information at the top of the page should have filled in automatically from the previous pages.
 - In the box provided, please indicate if your firm is M or WBE.
 - For each subcontractor or supplier provide the name, address, telephone number.
 - In the column indicated M or WBE identify each firm you believe to be a minority or women owned firm by using M or MBE, or W or WBE. The firms are not required to be certified.
 - In the Start of Contract Proposed Cost column include the dollar amount of that subcontract.
 - For the Final Invoice complete the remaining M or WBE and Actual Cost columns.
The sheet only shows spaces for 9 subs but can be expanded to as many as desired by using the EXCEL "unhide" feature, as follows:
 - Scroll down the page while looking at the line numbering along the left side. Using the mouse, highlight number 35, hold down the Shift key and highlight number 312.
 - Using the mouse click the right mouse button, scroll up to and click on "unhide".

- The sheet will open up to provide space for about 90 subcontractors.
- When the subcontractors have all been added to the list highlight the unused rows and again using the right mouse button click on “hide”.
- The sheet will print as many pages as needed to include all the subs entered and still total correctly at the bottom.

Where to send your completed voucher packet:

Eastern Washington University
Construction and Planning Services
101 Rozell
Cheney, WA, 99004

Please check all the numbers and review the completeness of your invoice package for submittal, and sign the Invoice. The package must include: Invoice form and Application for Payment.

If this is your final invoice include your Subconsultant List and Statement of MWBE Participation. Please submit your invoice voucher package in quadruplicate. We recommend that you prepare one set of the necessary forms, make 3 photocopy sets and then sign all four sets. All four sets must have original signatures. Submit the four copies of the completed, assembled, and signed invoice package to the EWU CPS project manager for review and approval.