**INVOICING PROCEDURES**

Please follow the below instructions for the invoicing procedures:

* Complete the Application for Reimbursement Form. The information at the top left corner of the form is **MANDATORY.**
	+ Invoice Date – date that you submit the invoice.
	+ Invoice No. – use the last five digits of the grant document number with a dash and the number of the invoice. For example, if the Document number is C990000617, the first invoice would be 00617-1, the second invoice would be 00617-2, etc. The final invoice would be 00617-Final.
	+ Invoice Amount – amount you are requesting to be reimbursed.

Failure to complete this section of the form will result in the Application for Reimbursement Form being returned to you unprocessed.

* Payment by the Commonwealth will be made through the Automated Clearing House network (ACH). Refer to Attachment A, Pennsylvania Electronic Payment Program, Paragraph II (end of the Attachment) of your grant agreement. If you have not already done so, please enroll as soon as possible. **INCLUDE THE BANK ROUTING NUMBER AND BANK ACCOUNT NUMBER ON THE APPLICATION FOR REIMBURSEMENT WHERE INDICATED. FAILURE TO DO SO MAY RESULT IN A DELAY OF PAYMENT.**
* Email a copy of the completed Application for Reimbursement Form, Application for Reimbursement-Supplemental Sheet, supporting documentation and Work Progress Report to your project advisor.

**SERVICES AVAILABLE TO GRANTEES**

***Supplier Call Center***

The Commonwealth’s call center provides you with a “one-stop shop” for all inquiries related to conducting business with the Commonwealth via the following phone numbers:

* ***Local Phone Number: 717-346-2676***
* ***Toll-Free Number: 877-HELP-363 or 877-435-7363***

If your vendor number begins with a 1, 2, 3 or 4, any changes to your vendor information such as bank account information or address changes must be completed by visiting the PA Supplier Portal at [www.pasupplierportal.state.pa.us](http://www.pasupplierportal.state.pa.us/). You may not use the PEPP form for any changes or updates. Vendors whose SAP Vendor number begins with a 6 or 7 must use the PEPP form for any changes or updates.

***Online Service Available for Invoice Payment Status***

The Office of the Budget has an online service that will provide most vendors (i.e., grantees) with an immediate status report on your invoice, with no need to pick up the telephone. The web address is [www.budget.pa.gov](http://www.budget.pa.gov) – search item - vendor payment and follow the instructions.