MINNESOTA STATE

INVOICING INSTRUCTIONS

Overview:

Review steps for Project Manager and either Architect/Engineer (A/E) or Professional/ Technical (P/T) consultant for preparing and processing an invoice.

Invoice forms

There are 2 invoice forms that consultants are required to use that are available in the eManual:

- CC.60 A/E Design Services Invoice
- CC.61 P/T (non-A/E) Services Invoice

Procedure

1. Project Manager provides invoice template to A/E or P/T consultant after data is inserted in green fields:
   - PO number
   - Project Name (same as on contract)
   - Location (College/University and campus)
   - Vendor name, address, phone, contact and email
   - Contract amount (broken down)
2. A/E or P/T consultant inserts data in yellow fields for each invoice submitted:
   - Invoice date, number and billing period
   - Previously billed amount and current period billing amount
   - (Cumulative amount in gray fields will automatically be calculated)
   - Vendor name and title at bottom
3. A/E or P/T consultant uploads invoice into e-Builder work flow
   - Attach receipts for reimbursable expenses that are allowed in the contract
4. Project Manager reviews invoice to verify:
   - Billing period is correct and does not exceed date submitted
   - Work is completed in phase or by item as identified
   - Request does not include work that has not been authorized
   - Invoice includes only receipts that are allowed in the contract and
     - Amounts are not marked up.
     - Amounts are within Commissioner's Plan.
5. Project manager takes action in e-Builder to approve, revise or reject within 30 days of receipt as outlined in eManual FIN.90 Prompt Payment Guidelines.