

# Underground Storage Tank Cleanup Fund Invoicing Guidance

The following minimum invoice information should be provided in order for the Fund to reimburse corrective action costs incurred by a Claimant.

- 1) The invoice will identify the vendor who is providing the goods or services to the claimant. At a minimum, the invoice should show the vendor's name, mailing address and phone number. If the vendor is a licensed contractor, the contractor's license number should appear on the invoice.
- 2) The invoice will identify the person/entity (usually the claimant) that has incurred the costs.
- 3) The invoice will identify the site by using the street address and city of where the corrective action work was conducted.
- 4) The invoice must contain the actual dates or date range when the goods and services were provided. For example: "this invoice is for work performed during January 2005" or "for work from February 15, 2007 to March 14, 2007."
- 5) Invoices must be for corrective action work that has actually been completed. Proposals or estimates are not acceptable as invoices. Any hourly charges specified in the invoice must be the number of hours actually worked. Vendors should maintain time sheets or similar documentation as backup for the hours charged in the invoices. This backup documentation may be requested by the Fund for audit purposes.
- 6) The invoice will be identified with a unique invoice number and a date. Once an invoice number is used, that same number will not be used again by the vendor. (Unique numbering should not be limited to only a fiscal year. Submitted invoices for a claim should be unique throughout the entire claim reimbursement process. This will alleviate any confusion that may arise during the reimbursement process for that particular claim.)
- 7) When costs for work performed are billed under a particular invoice number, those costs should remain identified by the same invoice number.
- 8) When resubmitting costs for work performed, submit the original invoice containing these costs. Do not resubmit these costs under a new invoice number or revise the original invoice to include new costs.
- 9) Claim files are often audited by the Fund. Consequently, it is recommended that the same invoice numbers should not be used on other claim sites.

- 10) It is not acceptable to bill for generic cost items such as “consulting” or “engineering.” Costs should be broken down by major task categories, such as site investigation, groundwater monitoring, or remediation.
- 11) “Lump Sum” invoices are allowable, provided a cost breakdown has been provided in backup documentation. The cost breakdown could be in the form of a detailed bid proposal for the work. If the work has been pre-approved by the Fund, it is understood that a detailed cost breakdown has already been provided to the Fund. In this case, the invoice need only list the specific tasks that were pre-approved. A more detailed cost breakdown is not required for pre-approved tasks unless the pre-approved cost is exceeded.
- 12) It is preferable to use separate invoices for separate scopes of work or time periods, rather than lumping together many months of activity. For example, each quarterly monitoring event could be invoiced separately.
- 13) Monthly invoicing is allowable, as long as each invoice breaks down the activity by specific tasks. The following Task Breakdown lists the major phases of corrective action that are applicable to Fund sites:
- Project Management
  - Site Assessment
  - Groundwater Monitoring
  - Interim Remedial Action
  - Remedy Selection
  - Remedial Implementation
  - Remedial System O&M
  - Post Remediation/Closure
- 14) Invoices will reference any associated deliverable reports and their dates. For example: “Fourth Quarter 2007 Groundwater Monitoring Report, dated January 7, 2008”.