



Date: July 15, 2022

Invoice Requirements Update

Dear Public Defense Partners,

We have received many questions regarding what is required to be on invoices. We apologize for the lack of clarity in the 2019 Payment Policy and any confusion it may have caused. We are implementing some new requirements and we want to be sure to provide clear guidance. **These requirements will be effective October 1, 2022.**

Invoices and any supporting documentation must be submitted via the OPDS Invoice Submission form that is available on our website.

Submitted invoices must include all fees for services, out of pocket AND related travel expenses for the invoice period. The minimum invoice period for fees and expenses is a month, typically 30 days. Invoices with an amount due of \$50.00 or less should only be submitted for Contract Counsel Routine expenses or when submitting a final invoice for a case or CSS authorization. Appropriate receipts for expenses, any other documentation, AND any applicable CSS authorization, must also be attached.

Invoice Essentials (See example below)	Required
Vendor name, remittance address, email and/or phone number and DAS Vendor number	X
Case and/or client information. <i>Do not include the names of victims</i>	X
Invoice number	X
Invoice period (date range of services and expenses on the invoice)	X
Invoice date (the date of the invoice)	X
Services fees with dates of service, Month/Day/Year (date ranges will not be accepted), brief description of services provided for each date, the amount of time for each service provided (in tenths or hundredths of an hour), and the associated rate and total charge for that service. Subtotal all listed service hours and fees.	X
Out of pocket expenses must be listed and must be supported by receipts. Subtotal all listed out of pocket expenses.	X
Travel and mileage detail must include dates of travel, Month/Day/Year, with departure and destination city/location, total number of miles traveled (for mileage reimbursement only), meal allowance, lodging, and other travel expenses. All expenses other than mileage and meal allowance must be supported by receipts. Subtotal all listed travel and mileage expenses.	X
Grand total of all fees and expenses	X



Accounting software will produce an invoice with this type of standard format. There are several inexpensive options available for the small independent contractor. There are even those that have time tracking that integrates with the accounting software to streamline invoicing.

We understand that our vendors produce invoices in different ways, including Word or Excel, and that is absolutely acceptable as long as the required information shown in the grid above is included.

This information is required for our records. Should we be audited this is the information that will be examined. In addition, when this information is missing from the invoice it slows processing time. It is our goal to make sure we continue to move forward to meet our obligation as a steward of public funds and to continue to find areas where we might improve our process by eliminating any extra steps. We very much appreciate those who already include this information on their invoice.

We are providing an invoice example for you to see how it may look. Please understand that how the invoice is produced, (accounting software, Word, or Excel) the format does not need to be exactly the same as the example, **but it is required that all the information shown in the grid above is included.**

Invoice Example

Vendor Name	Invoice Number: 2564
Vendor Address	Invoice Period: 01/01/21-03/31/21
Vendor Email	Invoice Date: 04/01/21
Vendor Phone Number	
Vendor Number	

<i>Case Number</i>	<i>Client Name</i>	<u>Service Fees</u>
<u>Date</u>	<u>Quantity/ Activity</u>	<u>Hours</u> <u>Rate</u> <u>Amount</u>
01/01/21	Description of services provided	5.20 \$75.00 \$390.00
03/01/21	Description of services provided	0.30 \$75.00 \$ 22.50
03/05/21	Description of services provided	0.40 \$75.00 \$ 30.00
03/15/21	Description of services provided	0.50 \$75.00 \$ 37.50
Total Service Hours:		3.40 Subtotal: \$480.00

<u>Other Expenses</u>				
<u>Date</u>	<u>Expense</u>	<u>Qty</u>	<u>Rate</u>	<u>Amount</u>
03/01/21	B&W copies	100	\$.10	\$ 10.00
				Subtotal: \$ 10.00

<u>Travel and Mileage</u>				
<u>Date</u>	<u>Expense</u>	<u>Qty</u>	<u>Rate</u>	<u>Amount</u>
01/01/21	Lodging	1	\$85.00	\$ 85.00
01/01/21	Meal Allowance	1	\$26.00	\$ 26.00
01/01/21	Mileage: departure city to destination city	20	\$.56	\$ 11.20
Total Mileage:		20	Subtotal: \$122.20	

Invoice Grand Total: \$612.20



Additional clarifications regarding submissions for payment:

- Vendors shall submit one invoice per client per invoice period. Invoices with multiple clients will only be accepted for Routine interpretation or contract vendors submitting Routine expenses.
- Travel and mileage should only be shown as a subtotal without detail on the invoice when the Travel and Mileage Worksheet is used listing each client/case separately. When travel includes work representing multiple clients the vendor may subdivide the total among clients when a reasonable explanation is provided. The Travel and Mileage Worksheet will be accepted in lieu of an invoice only when there are no other fees or expenses to be invoiced for the period.
- Administrators or Contract Counsel submitting Routine Expenses must use the Contract Counsel Routine Expense Worksheet.
- Interpreters may use the Interpreter Worksheet in lieu of a separate invoice to submit service fees.

We appreciate your cooperation as we continue to implement changes that standardize and improve our processes.

If you have any questions please contact us at accountspayable@opds.state.or.us