

INVOICE DOCUMENTATION

Please provide a State or Federal statement that shows your SUTA rate and a Cost Allocation plan upon submission of the 1st Invoice

■ Salary and Fringes

- Paystubs – A copy of the front and back of cancelled checks or a Direct Deposit Statement.
- Payroll Registers with a summary showing the 941 payment amount.
- Signed and dated Timesheets by Employee and Authorizing Official
- Personnel Activity Report (PAR) showing time allocated to WCF (Must be signed and dated) the time allocated can be more or less than the amount of time your contract allows. This form is for individuals that are not covered 100% by WCF funding.
- Direct deposit confirmation/ACH statement
- Tax payment/941 receipt
- Bank Statement showing 941 deposit, and payment to payroll company if utilizing a service Ex: ADP
- Health, Dental, Vision, Life Insurance...etc. Invoice and proof of payment.

■ Mileage

- A WCF Mileage form. Must adhere to WCF mileage policy of .4450 per mile based on the official DOT highway map. (Parking & Tolls are also covered. Receipt must be submitted)
- Copy front and back of cancelled check if issued or Direct deposit statement proving payment to employee.

■ Telephone

- Invoice or payment receipt for phone
- Proof of Payment – credit card receipt, copy of front and back of cancelled check.
- If submitting a credit card receipt, must submit credit card statement.

■ Supplies/Purchases/Materials

- Invoice or Sales receipt
- Proof of Payment – credit card receipt, copy of front and back of cancelled check.
- If submitting a credit card receipt, must submit credit card statement.

■ Participant incentives/support services

- Invoice
- Proof of Payment – credit card receipt and statement or a copy of front and back of cancelled check
- Proof participant received incentive/supportive service – log or incentive voucher signed by participant

■ Contracted Services/Seminars/Classes

- Proof that the participants have attended the program. A dated attendance sheet, invoice and payment for services rendered.

■ Space Rental/Utilities & Equipment Rental

- Invoice
- Copy of lease or agreement
- Proof of Payment – credit card receipt and statement or a copy of front and back of cancelled check