

## **ESC Invoicing Documentation Requirements/Examples**

This document covers both NTE and lump sum invoicing.

- **Borehole Plugging** – boring field summary sheet, field notes\*
- **Contractor Time** – time sheets
- **Drilling** – field summary sheet, contractor invoice, field notes\*
- **Final Site Report/Work Plan** – Report approval letter (helps, not required)
- **Geoprobe** – project equipment log, field summary sheet, contractor invoice, field notes\*
- **Mileage (NTE)** – Google (or likewise) map with route taken for mileage
- **Mobilization** – project equipment sheet, contractor invoice, map for mileage
- **Monitoring Well Installation** – field summary sheet, WW5C forms, boring logs, field notes\*
- **Monitoring Well Survey** – copy of monitoring well survey
- **Per Diem** – proof of overnight stay (lodging receipt- providing check in/out dates, name, room #)
- **PID, GPS, etc.** – equipment log, equipment rentals list
- **Private Utility Locate** – subcontractor invoice
- **Project Scoping Meetings** – no backup required
- **Sampling** – chain of custody sheets, sampling invoice, event summary, field notes\*
- **Site Reconnaissance** – no backup required
- **Soil Characterization** – sampling invoice
- **Soil Disposal** – contractor invoice (must include volume/tonnage), scale ticket
- **Subcontractor Equipment** – subcontractor equipment log, subcontractor invoice
- **Subcontractor Per Diem** – proof of overnight stay (lodging receipts-providing check in/out dates, name, room #)
- **Subcontractor Work** – subcontractor invoice (must abide by consultants' mileage rates)
- **Truck** – vehicle log, project equipment log, field notes\*
- **Well Abandonment** – water well record

\* Field notes will now be accepted as backup documentation for certain items as long as they are thoroughly detailed, legible, and labeled in conjunction with the PCS line item(s) they are supporting.

## **Tips for Submitting Invoices**

- **Backup Documentation** – Label each piece of backup documentation in conjunction with the line item it is supporting. Place attachments in the same order as the line items on your scope of work/project cost summary form. (Note: while it is not required that you utilize this step it does expedite our process and will potentially allow invoices to be paid out faster.)
- **Project Cost Summary Form (PCS/PSF)** – *Do not* modify the formulas on the PCS form. *Do not* delete columns or column totals on the PCS form. Your PCS needs to include all previous activity (invoices & change orders). If you alter your form in any of these ways your invoice will be rejected, and you will have to resubmit a corrected PCS. Also, for PCS forms, Excel format is strongly recommended versus pdf.
- **Change Orders** – Reduced-Scope Change Orders are no longer required. Add-Scope Change Orders must be submitted and approved ahead of time. The total amount of the change order increase needs to be included on the PCS/PSF form on the Total Project Amount row under the CO# column.
- **Reports** – To avoid rejections, bill for reports only after the approval letter has been received – this includes fiscal year end. (Note: if revisions are necessary, report approvals can take as long as 90 days to be approved.)
- **Cost +%** – On the Scope of Work/Project Cost Summary Form indicate on each respective line item the subcontractor surcharge % (if applicable). Basically, show your work to determine the billed amount. (Ex: Private Utility Locate (Subcontracted Cost +10%))
- **Retainage** – Retainage must be billed on the Final Invoice by the Vendor once the Final Report approval letter and Notice of Completion has been received. Exceptions: retainage can be paid out on a large capital purchase or if there is significant time between phases. (This will need to be discussed with the project manager(s) and approved ahead of invoicing.)
- **Notice of Completion** – Vendor must request the NOC before submitting the Final Invoice. All tasks must be completed, and no further change orders will be submitted.
- **Final Invoice** – The Final Invoice can only be submitted after the Notice of Completion (NOC) has been received. The invoice must be clearly marked “FINAL” and it must bill the retainage amount. The NOC should be submitted along with the Final Invoice.
- **Per Diem Receipt** – All Per Diem reimbursement (including subcontractor per diems) requests require an overnight stay. Lodging receipts to prove overnight stays must be itemized from the hotel providing check in/out dates, name, room #, etc.
- **Small Invoices** – Keep small invoices to a minimum, try to invoice for several Tasks at a time.