METRO GOVERNMENT APPROPRIATIONS

Instructions for Completing Invoices for Payment

The following information should be considered when preparing an invoice for submission. Note that all invoices should be consistent with the line item amounts identified in the contract Spending Plan.

* If the appropriation your organization has been designated to receive is less than $100,000.00, you may submit invoices quarterly for July-September, October-December, January-March, and April-June. If your organization has been designated to receive $100,000.00 or more, you may submit invoices monthly. The invoices shall be based on actual expenditures. Please note that documentation of the actual expenditure of the total appropriation must be retained for monitoring purposes.
* Invoices should be submitted **timely** and **accurately** to allow all payments to be completely made before Metro’s books close for the fiscal year. Final Invoices will be due by July 15, as outlined in the contract.
* The “Invoice Date” listed on the invoice should be the date you are completing and sending that particular invoice. No back-dating beyond the current billing period. (For example: If on October 10th you are sending in your 1st Quarter or July, August or September invoices – the “Invoice Date” field should show October 10th. The “For the Period(s)” field is where you would list what period you are billing for: 1st Quarter or July, August, or September.)
* Ensure that amounts invoiced by line item do not exceed the line item amounts indicated in the contract Spending Plan.

**Please submit your signed invoice via mail to:**

***Metro Payment Services***

***PO Box 196301***

***Nashville, TN 37219-6301***

Should you have any questions about any of the information contained herein, please feel free to call Brian Kelsey at 615-862-6340.

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