

Invoicing Instructions for OVP Contractors

Replica of the Tab 1_Instructions
found within the Contractor's Excel Invoice Files

Step 1. Complete the information on worksheet Tab 2_Invoice Details by editing yellow shaded cells.

Data to enter includes:

- Current Date
- Invoice Number (recommend 4-5 digits w/ contractor abbreviation, e.g., 00001OVP)
- Invoice Period (select from dropdown list)
- Purchase Order Number (provided in Transmittal Letter)
- Dollar amounts for each line item highlighted yellow, within the invoicing period.

Step 2. On worksheet Tab 3_Invoice, edit the cells highlighted blue with a red board to enter the TOTAL Actual Expense values from Tab 2_Invoice Details for the current Invoice Period.

- Enter the actual expense totals of each category from the Invoice Details worksheet.
- Enter the name of the Authorized Official who will sign for the organization.
- Review the information to ensure the invoice date, invoice number, and reporting period autopopulate from the Invoice Details worksheet.

Step 3. Print the Tab 3_Invoice worksheet on company letterhead and obtain the signature of the authorized official. Print the Tab 2_Invoice Details worksheet to submit with the invoice.

- Print the Invoice worksheet on company letterhead; and, adjust margins as needed to print appropriately
- Obtain the signature of the authorized official on the Invoice. Signatures may be blue/black ink or electronic.
- Print the Invoice Details worksheet to submit with the Invoice
- Invoice and Invoice Details may be submitted as PDF files via email.

Step 4. Submit both the signed Invoice (printed on letterhead) and Invoice Details. See Standard Services Agreement, Exhibit B for further information.

- Submit a digital copy of both the signed Invoice and Invoice Details worksheets.
Subject: OVP - Contractor Name (PC #____) Invoice & Progress Report Submission
To: PublicHealthOVP@acgov.org (Cc: Tiffany.Lee@acgov.org and Kristen.Clopton@acgov.org)

(Optional) Mail original documents to:

Alameda County Public Health Department
Attn: Office of Violence Prevention/Kristen Clopton
1100 San Leandro Blvd.
San Leandro, CA 94577