INVOICING PROCEDURES

- Your financial contacts for this project are as follows:
  - DMS.Invoices@arkansas.gov
  - Debra Hope (501-320-6546) –Debra.Hope@Dhs.Arkansas.Gov

- Invoices should be submitted monthly. Final invoices should be submitted within 45 days of the award period end date.

- Billed expenditures must stay within the budgeted line items approved in the agreement. Invoices resulting in the budgeted line items to be exceeded cannot be paid. To insure accurate tracking of budget vs. actual expenditures and timely payment we ask the following:
  - Descriptions of goods or services billed on the invoice should be easily identifiable to the correct budget line item.
  - If you believe you will exceed any of the budgeted line items during the agreement period, please contact us as soon as possible so that any budget issues can be addressed prior to the submission of the invoice.

- Each contractor should have a **Request for Taxpayer Identification Number and Certification form (W-9)** on file with OFA before payment can be processed. **W-9 Forms** may be obtained from the Internal Revenue Service office. The link to setup a State of Arkansas vendor number is: https://www.ark.org/vendor/index.html .

- Invoicing Requirements:

1. Only "official" invoices prepared by the vendor will be accepted.
2. We will accept and prefer electronic versions of the invoice. However, when printed, electronic invoices must present as an original document. **PLEASE DO NOT SEND INVOICES ELECTRONICALLY WITH SIGNATURES ON INVOICES.** Please email electronic invoices to all of the financial contacts listed above.
3. A document submitted as an invoice must meet the following requirements:
   a. All official invoices should have the following clearly displayed:
      - Business name and address
      - Billed To" address should display as follows:
        Arkansas Department of Human Services
        Division of Medical Services
        Financial Activities
        PO Box 1437 Slot S416
        Little Rock, AR 72203
      - Invoices for services must have the date(s) of service as ex. 01/01/15 through 01/31/15.
      - All invoices are required to have an invoice date and invoice number.
      - Contract Number, Purchase Order Number, and Contract Vendor Number

   b. The invoice must have a complete description of the goods or services being billed **as well as supporting documentation**. Do not use abbreviations (such as "P/R" or "cont."). These are not standardized and may cause delays in the payment process due to invoices being returned for clarification purposes.

   c. The invoice must have the unit price and number of units billed or the lump sum price being billed. The invoice must also include the total amount billed. The information on the invoice must agree with the terms of the applicable contract or purchase order.

   d. If the name of the business firm is not printed on the invoice, but has been placed on it by rubber stamp, typewriter, or in ink, the original and all copies of the invoice must be signed manually by an authorized agent of the business firm and must include the agent's official title with the vendor and mailed to the above address.

   e. All handwritten invoices including invoices with letterhead which are handwritten must be signed manually by an authorized agent of the business firm and must include the agent's official title with the vendor and mailed to the above address.
4. If two or more names, corporate entities and/or addresses are printed on the invoice (for example, in the case of collaborative, TEA coalitions, etc.), the letterhead used for invoices must be that specifically of the payee, matching the applicable W-9 and vendor file.
5. Products of facsimile (FAX) transmission, copier, or "cut and paste" invoices, and signed facsimiles or copies of invoices are NOT considered valid original invoices.
6. For invoices with multiple pages, each page must adhere to the requirements listed above in items 3.a. through 3.e. The pages must be numbered in successive order in the format "Page ___ of ___."