

Invoice Dos and Don't

Item	Dos	Don'ts
Payroll	<ul style="list-style-type: none"> • Include an explanation for summer invoices during school year months. 	<ul style="list-style-type: none"> • Do not include general ledgers.
Receipts	<ul style="list-style-type: none"> • Make sure receipts are clear with items purchased and prices clearly legible. • Circle the total on the receipt. • Provide justification for purchase (for example: materials for cooking class, program supplies, etc.) For online orders, include the receipt indicating the items were already paid for. • Make sure receipts are in order 	<ul style="list-style-type: none"> • Do not include receipts not billed to ExCEL. • Do not include personal items on receipts. <p style="margin-left: 20px;">Do not include a lost receipt document. Lost receipts are not accepted.</p> <ul style="list-style-type: none"> • Do not include illegible copies of receipts. If the copy is too light, make a darker copy.
Documentation	<ul style="list-style-type: none"> • For items/services that need approval, be sure to include a copy of the appropriate signed Approval Form. • Enter your Budget Revisions in EBS PRIOR to invoicing. Include a detailed lesson plan that includes educational objectives if purchases of junk food-like materials are used for a lesson or activity 	<ul style="list-style-type: none"> • Do not include credit card statements, petty cash statements or other internal documents.

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