

Petroleum Restoration Program Invoicing Tips for Agency Term Contractors

Before submitting an invoice, please check for the following common errors:

1. Service start date must not be before the period of service start date.
2. Service end date must be correct (i.e. date of deliverable approval letter should be after service end date; service end date cannot be past deliverable due date if the deliverable was completed on time; invoice date should be after service end date).
3. Reimbursables and items under Miscellaneous require subcontractor / supplier invoices to support costs. Please note markup is not allowed.
4. Subcontractor Utilization Form must be completed and attached even if no subcontractors were used.
5. PRP Reference Number, Invoice Number and Purchase Order Number must be correct on all applicable forms.
6. The site manager approval letter and the signed and dated (by site manager) rate sheet must be included.
7. Invoice must be on company letterhead.
8. A revised invoice must contain all information and attachments.