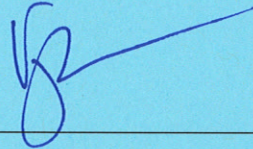


<b>TITLE: RECEIVING CONTRACTUAL OR SUBRECIPIENT INVOICES FOR PAYMENT</b>	<b>POLICY NO.: CDLO 104</b>
<b>PURPOSE:</b>  Learn process when receiving invoices and processing them for payment with Department of Administration.	

**NOTE:**

*Most Grant awards require work or Task Orders to be completed, either through a Memorandum of Agreement (MOA) with another Government of Guam Agency (Subrecipient), or a Contract between the Office of the Governor and a professional consulting firm. The Grant Narrative always indicates the approach being taken to complete work on the grant.*

*This process involves receiving an invoice from either a Government of Guam Agency, who has paid their consultant and is seeking reimbursement, and/or receiving an invoice for payment from a consultant who has a contract with the Office of the Governor.*

1. Original invoices with supporting documents are received. A progress report on Task Orders for that period should be provided. ONLY ORIGINAL INVOICES can be processed.
2. Keep track of invoice numbers, amounts and dates, using your Grants Expense Report file for that Grant Award, and a separate log.
3. Review invoice and supporting documents to ensure expenditures are allowable.
4. Scan invoice and supporting documents.
5. VERIFY invoice indicating the following information:
  - a. DOA Federal Account Number
  - b. Contract Number
  - c. Amount
6. Submit scan copy of ORIGINAL invoice with supporting documents.
7. Submit to DOA for processing, by emailing to [doa.invoice@doa.guam.gov](mailto:doa.invoice@doa.guam.gov)
8. Follow up with DOA or check AS400 to ensure invoice is posted.
9. Check if Vendor payment was made in 30 days.
10. Reimbursements to Grantor are usually submitted quarterly.