

# COVID-19 Invoice Requirements

The City of Detroit appreciates the collaboration of all vendors who are engaged in our COVID-19 response. This checklist outlines required information in any invoice(s) submitted to the City for COVID-related services. We have a team of experts helping us maximize our ability to receive funding from the Federal government and request that the items below be completed before submission for payment.

We look forward to your support as we comply with Federal requirements for COVID-19 recovery.



## SECTION 1 - BASIC INVOICE REQUIREMENTS

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| <input type="checkbox"/> <b>Sales Tax</b><br>The City of Detroit is a sales-tax exempt organization. Please review that no sales tax is charged on invoices. | <input type="checkbox"/> <b>Dates</b><br>All invoices must be for materials and supplies purchase within the contract period. Please ensure that all invoices have a clear and visible date. |
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## SECTION 2 - PRICES & FEES

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| <input type="checkbox"/> <b>Scope of Contract/PO</b><br>All materials and supplies included in an invoice must follow the scope in the negotiated contract of PO.           | <input type="checkbox"/> <b>Profit Rates and Mark-up Cost</b><br>Profit and mark-ups should not be a separate line on invoices unless it has been negotiated that way in your contract.   |
| <input type="checkbox"/> <b>Administrative Charges</b><br>Please itemize what is included in these charges. Any employee time needs to be documented (see Section 4 below). | <input type="checkbox"/> <b>Itemized Invoices and Descriptions</b><br>Please provide itemized invoices that include quantity, price per quantity, a description and brand of the items purchased, and total cost. Shipping and customs charges should also be itemized. |



## SECTION 3 - ADDITIONAL DOCUMENTATION

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| <input type="checkbox"/> <b>Shipping Slip/Bill of Lading</b><br>Please provide a copy of a shipping slip or bill of lading along with the invoice at the time of upload. Also include in shipping packet or delivery. | <input type="checkbox"/> <b>For Cleaning Suppliers</b><br>Please provide verification that all products advertise as effective against COVID-19 are CDC and EPA compliant. |
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## SECTION 4 - TIMESHEETS & TIMETRACKING

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| <input type="checkbox"/> <b>Submission of Timesheets</b><br>For claimed employee time, please submit <u>legible and clear</u> timesheets signed and dated by the employee and a supervisor.<br><i>*Timesheet template can be provided</i> | <input type="checkbox"/> <b>Basic Information</b><br>Timesheets must include employee name, dates worked, certifying signatures, and must include a description of activities. |
| <input type="checkbox"/> <b>Signatures</b><br>Timesheets must be certified by the employee and a manager. The name, signature, and signature date must be legible and clear.  | <input type="checkbox"/> <b>Description of Activities</b><br>Please provide a short description of employee activities and how they related to the City of Detroit invoice.    |