

## INFORMATION ON MASTER CONTRACT INVOICES

While State Services for the Blind does not prescribe the type of invoice a vendor chooses to use, the following data elements DO need to be included in each invoice.

1. Contractor Name
2. Contractor Address
3. Contractor Contact Information (e.g. telephone #, FAX #, email etc.)
4. Date of Invoice
5. Unique Invoice Number
6. Bill to Information (include Counselor Name)
7. WORK Authorization Number
8. Client Record Number or Initials (NOT full name)
9. Actual dates of Service (if hourly list each day separately)
10. Service being provided (O&M, Braille, JAWS etc.)
11. Unit of measure (hour, week, miles)
12. Unit price
13. Total amount per day/week/month etc.
14. Grand Total Invoice Amount

For mileage invoices put to and from destinations. Mileage should be billed for the most direct and efficient route as provided by MapQuest. Irrespective of funding source, the Contractor cannot bill travel time or mileage from their home base to the training site for more than one consumer when training two or more consumers who live in the same location or in close proximity, mileage and travel time must be billed equitably among the WORK authorizations. The total billing for travel time or mileage of multiple consumers served in the same trip irrespective of proximity or funding source may not exceed the total actual travel time and mileage for the whole trip.

Receipts for lodging, parking, etc. need to be attached to the invoice per current "Commissioner's Plan" promulgated by the commissioner of Management & Budget.

Invoices must match the proper WORK Authorization.

Services must be within dates listed on WORK authorization.

### Minnesota State Services for the Blind

1st National Bank Building ■ 332 Minnesota Street, Suite E200 ■ Saint Paul, MN 55101-2146 USA ■ [www.mnssb.org](http://www.mnssb.org)  
Toll Free: 800-657-3858 ■ Phone: 651-297-0000 ■ Fax: 651-000-0000 ■ TTY: 800-000-0000

*An Equal Opportunity Employer and Service Provider*

## INFORMATION ON MASTER CONTRACT INVOICES

Total of all invoices billed on a WORK Authorization cannot exceed total amount of that WORK Authorization.

Invoices must be submitted timely no more frequently than monthly.

Reports, if required, are due within 10 business days of end of month and/or program completion. Invoices cannot be paid until reports are received. Reports should be separate from invoices.

All invoices paid to you on one single day will be paid on one payment. By accessing your vendor number through the SWIFT Vendor Portal you can get the detail of all payments made.

Vendor Portal = <http://supplier.swift.state.mn.us> please note if you are using assistive technology you need to check a box under your profile.

Monthly Travel Logs should be submitted to Jennifer Beilke, Administrative Services Unit.

If your remit to address is different than your general address please include remit to address on invoice.

### Minnesota State Services for the Blind

1st National Bank Building ■ 332 Minnesota Street, Suite E200 ■ Saint Paul, MN 55101-2146 USA ■ [www.mnssb.org](http://www.mnssb.org)  
Toll Free: 800-657-3858 ■ Phone: 651-297-0000 ■ Fax: 651-000-0000 ■ TTY: 800-000-0000

*An Equal Opportunity Employer and Service Provider*