# VRS Invoice and Report Checklist

This is an optional desk aid for Community Partners and VRS staff. All items on this list should be checked in order for an invoice to be paid. It does not need to be submitted with invoices.

[ ]  Is there a report and invoice that are being submitted together?

* Note: for Pre-ETS providers that have access to Workforce One (WF1), the report is submitted within case notes. The case note category should be “Pre-ETS Vendor Reports”.

[ ]  Is the service(s) identified on the invoice and the report and do they match? Does this service(s) match what is on the authorization?

[ ]  Is there sufficient detail to account for services outlined within the report?

* Note: for Pre-ETS Work Experience-Wages, an accounting of the number of hours the student worked each day must be given. A copy of the student’s time sheet is a way to document the hours.

[ ]  Do the **dates** and **hours** on the report and invoice match? Do these **dates** and **hours** fall within the dates on the authorization?

[ ]  Are the correct rates indicated on the invoice and do they match with the report? (consider Pre-ETS individual vs. group services and rates)

[ ]  Do the costs add up correctly on the invoice?

[ ]  Is the correct authorization number indicated on the invoice? Is there just one authorization number on the invoice?

[ ]  Is there a unique invoice number on the invoice?