Instructions for Submittal of A/E Consultant Invoice for Payment

Proper preparation of invoice vouchers is necessary to ensure prompt payment by the State of Washington. Failure to properly fill out the forms and provide tax identification numbers may result in delay of your payment. Any questions you have regarding invoicing should be directed to your Construction and Planning Services (CPS) project manager. Your CPS project manager can be reached by calling him or her directly or by calling the office at 509-359-6323.

Enclosed is a workbook with copies of the following forms, and a disk with the same forms in a Microsoft Excel 2003 workbook.

<table>
<thead>
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<th>Page</th>
<th>Explanation</th>
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<tbody>
<tr>
<td>Invoice</td>
<td>AE Invoice Voucher</td>
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<tr>
<td>Application</td>
<td>Application for Payment</td>
</tr>
<tr>
<td>Subconsultant List</td>
<td>Subcontractor/Supplier List and Statement of MWBE Participation</td>
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Preparing an invoice for payment utilizing Microsoft Excel:

1. Open the EXCEL Workbook and 'save as' wherever you chose, using whatever name you choose.

2. The screen showing the workbook contents should come up with the files or pages listed above. You must fill in the blue cells. If no information is needed for a particular cell, move the cursor to that cell and delete the cell contents.

3. Invoice
   On the Invoice Voucher page, fill in your firm name and address, contract number, invoice date, invoice number, and the title of the person signing the form. The remainder of the invoice page will be automatically filled in as the Application for Payment page is completed.

4. Application
   Open the Application for Payment, and fill in the payment period dates, project name and location. The project number, firm name and invoice number should fill in automatically. Next fill in the fee percentage and MACC as indicated on your agreement. The fee amount will calculate. Fill in the % (for % complete) and the total earned will calculate. Insert the amount previously invoiced and the amount due this invoice will calculate.

5. Sub List
   The Subconsultant List and Statement of MWBE Participation is to be submitted with the third and final invoices. When you open the Sub List all the information at the top of the page should have filled in automatically from the previous pages.
   - In the box provided, please indicate if your firm is M or WBE.
   - For each subcontractor or supplier provide the name, address, telephone number and federal tax identification number.
   - In the column indicated M or WBE identify each firm you believe to be a minority or women owned firm by using M or MBE, or W or WBE. The firms are not required to be certified.
   - In the Start of Contract Proposed Cost column include the dollar amount of that subcontract.
• For the Final Invoice complete the remaining M or WBE and Actual Cost columns. The sheet only shows spaces for 9 subs but can be expanded to as many as desired by using the EXCEL “unhide” feature, as follows:
• Scroll down the page while looking at the line numbering along the left side. Using the mouse, highlight number 35, hold down the Shift key and highlight number 312.
• Using the mouse click the right mouse button, scroll up to and click on “unhide”.
• The sheet will open up to provide space for about 90 subcontractors.
• When the subcontractors have all been added to the list highlight the unused rows and again using the right mouse button click on “hide”.
• The sheet will print as many pages as needed to include all the subs entered and still total correctly at the bottom.

Where to send your completed voucher packet:

Please check all the numbers and review the completeness of your invoice package for submittal, and sign the Invoice. The package must include: Invoice form and Application for Payment.

If this is your final invoice be sure to include your Subconsultant List and Statement of MWBE Participation. Please submit your invoice voucher package in quadruplicate. Submit one signed copy of the completed, assembled, and signed invoice package to the CPS project manager for review and approval.