**Invoice Expenditure Detail Requirement for Invoices**

**Beginning the period of** **July 1st, 2011** **we will require the Invoice Expenditure Detail spreadsheet attached to be included with every invoice request for payment**. Any invoices received for periods after July 1st, 2011 that do not include a completed Invoice Expenditure Detail spreadsheet will not be processed for payment until we have received this. This should not be used as a substitute for your accounting backup documentation already required with invoices.

The attached Invoice Expenditure Detail is a template for you to use. Please look at the Line Item Budget Detail included in your contract and enter that information into the template provided.

**Instructions for setting up your Invoice Expenditure Detail:**

*LINE ITEM EXPENSE: Enter in all line items shown in your Line Item Budget Detail included in your contract. All line items should be listed regardless of whether you have expenses for them in the current invoice. If nothing is being spent from certain line items just enter in a zero in the Current Expenses column for that line item.*

*CONTRACT BUDGET: Enter in the exact budget amounts shown for each line item listed in the Line Item Budget Detail included in your contract.*

*PREVIOUS EXPENSES REPORTED: Enter in the total for each line item that you have previously spent (sum of all prior invoices, not including the current invoice you are submitting).*

*CURRENT EXPENSES: Enter in the total for each line item that you are spending for the current invoice being submitted.*

*YEAR TO DATE COSTS: This should be the sum of the Previous Expenses Reported and Current Expenses columns.*

*BUDGET BALANCE: This should be calculated as the Contract Budget column less the Year to Date Costs column.*

If you need assistance with setting up your budget information please contact Workforce Initiatives at ESDGPWorkforceInitiatives@esd.wa.gov

Thank you!