Miscellaneous Invoice Requests

BRIEF

Policy Summary

This policy provides guidance for the preparation and submission of miscellaneous (manual) invoice requests. The Reimbursable Group (RG) prepares miscellaneous invoices at the request of Berkeley Lab divisions seeking reimbursement to third parties for Laboratory services not covered by another contracting method.

Who Should Read This Policy

Any employee involved with the process of getting reimbursed for Laboratory services not covered by another agreement with a third party.

To Read the Full Policy, Go To:

The POLICY tab on this wiki page:

Contact Information

Reimbursable Group Manager

POLICY

A. Purpose

The purpose of this policy is to provide guidance and establish requirements for the preparation and submission of miscellaneous (manual) invoice requests at Lawrence Berkeley National Laboratory (Berkeley Lab).

B. Persons Affected

Any employee involved with the process of getting reimbursed for Laboratory services not covered by another agreement with a third party.

C. Exceptions

Not applicable

D. Policy Statement

1. Miscellaneous invoices are prepared when divisions seek reimbursement from third parties for Laboratory services not covered by another contracting method (e.g., costs that are covered by a memorandum of understanding [MOU] agreement between the University
of California Office of the President [UCOP], the University of California (UC) campus, or other universities or entities and the Laboratory).

2. A division may request that the RG prepare a miscellaneous invoice when:
   a. The invoice request is for allowable cost(s).
   b. The miscellaneous-invoice process is not used in lieu of established Laboratory, Department of Energy (DOE), or UC policies or procedures.

E. Procedures

1. Division
   a. To request a miscellaneous invoice, complete a Request for Preparation of Miscellaneous Invoice Form.
      i. Section 1 is required for one-time (nonrecurring) requests only.
      ii. Section 2 is required for all requests.
      iii. Section 3 is required for recurring requests only.
   b. Send the completed form to ARhelp@lbl.gov. Indicate "Misc. Invoice Request" and the project ID number in the subject line to ensure timely processing.
   c. RG must receive the division’s completed Request for Preparation of Miscellaneous Invoice Form by the 20th of the month. Requests received after the 20th of the month will be processed the following month.

2. Reimbursable Group
   a. Enter and email all miscellaneous invoices. Invoices are emailed once per month after the closing process.
   b. If a miscellaneous invoice remains unpaid after 60 days, the division will be contacted for assistance in obtaining payment.

F. Roles and Responsibilities

Managers, supervisors, and employees have the responsibility to adhere to the provisions of this policy.

<table>
<thead>
<tr>
<th>Role</th>
<th>Responsibility</th>
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</thead>
<tbody>
<tr>
<td>Resource Analyst (RA)</td>
<td>For miscellaneous invoice requests, submits a miscellaneous invoice form request via e-mail (<a href="mailto:ARhelp@lbl.gov">ARhelp@lbl.gov</a>). Includes the following:</td>
</tr>
<tr>
<td></td>
<td>• &quot;Misc Invoice Request&quot; and the project ID number in the subject line.</td>
</tr>
<tr>
<td></td>
<td>• Sponsor contact information (name, mailing address, telephone number, and email address).</td>
</tr>
<tr>
<td>RG staff</td>
<td>• Reviews requests for appropriateness.</td>
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<tr>
<td></td>
<td>• Creates the invoice during the monthly billing cycle.</td>
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<tr>
<td></td>
<td>• Sends the invoice to the sponsor/customer.</td>
</tr>
</tbody>
</table>

G. Definitions/Acronyms

None

H. Recordkeeping Requirements

None

I. Implementing Documents

<table>
<thead>
<tr>
<th>Document Number</th>
<th>Title</th>
<th>Type</th>
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</thead>
<tbody>
<tr>
<td>11.01.012.001</td>
<td>Request for Preparation of Miscellaneous Invoice Form</td>
<td>Form</td>
</tr>
</tbody>
</table>

J. Contact Information

Reimbursable Group Manager

K. Revision History

<table>
<thead>
<tr>
<th>Date</th>
<th>Revision</th>
<th>By Whom</th>
<th>Revision Description</th>
<th>Section(s) Affected</th>
<th>Change Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/7/2018</td>
<td>1.2</td>
<td>M. Fix</td>
<td>Update Contract Accounting to Reimbursable Group; Updates to align with DOE collection</td>
<td>All</td>
<td>Minor</td>
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</tbody>
</table>
Title: Miscellaneous Invoice Requests

Document number: 11.01.014.000

Revision number: 1.2

Publication date: 7/10/2018

Effective date: 12/1/2010

Next review date: 2/28/2021

Policy Area: Accounting

RPM Section (home): Financial Management

RPM Section (cross-reference): 11.32

Functional Division: OCFO

Prior reference information (optional): RPM, Chapter 11, Section 11.32

Source Requirements Documents

DOE Accounting Handbook, Chapter 8, Receivables

Implementing Documents

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