**Procedure for Private Invoicing**

1. On a monthly basis, we prioritize all those accounts that close during the month in course, then, we bill the rest, depending on the terms and conditions of each agency. This monthly process takes approximately two weeks.
2. We must notify the PI of the account to be sure the closing date is correct and that all expenses have been sent to the Accounting Office. We also ask if there are any extensions for the project, that the budget office has not been made aware of.
3. Print the Available Funds Report and the Account Transaction Register to identify all corresponding expenses incurred during the period to be billed.
4. Verify all transactions that might be in transit and are not yet registered in the system, such as American Express and Stipends.
5. Compile all evidence required with the invoice. Ex: Copies of the Purchase Orders, Reimbursements and cashed checks.
6. Prepare the invoice using the form required by the agency, with the expenses that belong to the period.
7. Register the invoice on our Private Billing database and assign an invoice number from there.
8. Print on official paper and sign it by the accountant and Finance Official.
9. Copy the invoice twice: one for the Account file and another one for the Private Invoices file.
10. Send by regular mail and electronic mail to the PI, the PI Administrative Assistant and the Agency.
11. All those invoices that are not paid after 30 days are referred to Frank Miranda for a Statement of Account to be sent. He also follows up the unpaid invoices and/or submits difficult cases to the Office of Collections and Claims if necessary.

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