





## WHAT TO EXPECT AFTER SUBMITTING A VOUCHER

- Contact from your Project Manager if any questions or additional documentation is needed
- Your funds disbursed to you anywhere from 3-10 business days

## HELPFUL TIPS

- Records Management is very important
- All Contracts are cost incurred or net 30 days
- Create a summary spreadsheet with each invoice
- If not using summary sheet, highlight amount on each invoice
- Make sure and review what are eligible costs for your scope of work and program before submitting vouchers
- If there are any changes in your contact information, please contact your project manager.
- If a 21-day labor package needs approval, send before requesting funds.

## Spreadsheet Example

File	Header	Description	Amount	Balance	Check #	Check Date	Check Status
02/12/2013	Report Consulting	Payment #1	\$8,204.14	\$9,024.14			x
04/12/2013	Report Consulting	Payment #2	\$1,812.10	\$10,836.24			x
02/28/2013	Report Consulting	Payment #3	\$1,128.40	\$11,964.64	8623.14	02/28/13	x
02/28/2013	Chelan County	Planning Fee Admin	\$912.00	\$12,876.64			x
02/28/2013	Chelan County	Making Plans	\$1,819.20	\$14,695.84			x
02/28/2013	Chelan County PUD	Other Services Admin	\$8,200.00	\$22,895.84			x
02/28/2013	Chelan County PUD	Project Contract	\$9,281.00	\$32,176.84			x
02/28/2013	Chelan County PUD	Project Contract	\$1,812.00	\$33,988.84			x
02/28/2013	Chelan County PUD	Project Contract	\$1,812.00	\$35,800.84			x
02/28/2013	Chelan County PUD	Project Contract	\$1,812.00	\$37,612.84			x
02/28/2013	Chelan County PUD	Project Contract	\$1,812.00	\$39,424.84			x
02/28/2013	Chelan County PUD	Project Contract	\$1,812.00	\$41,236.84			x
02/28/2013	Chelan County PUD	Project Contract	\$1,812.00	\$43,048.84			x
02/28/2013	Chelan County PUD	Project Contract	\$1,812.00	\$44,860.84			x
02/28/2013	Chelan County PUD	Project Contract	\$1,812.00	\$46,672.84			x
02/28/2013	Chelan County PUD	Project Contract	\$1,812.00	\$48,484.84			x
02/28/2013	Chelan County PUD	Project Contract	\$1,812.00	\$50,296.84			x
02/28/2013	Chelan County PUD	Project Contract	\$1,812.00	\$52,108.84			x
02/28/2013	Chelan County PUD	Project Contract	\$1,812.00	\$53,920.84			x
02/28/2013	Chelan County PUD	Project Contract	\$1,812.00	\$55,732.84			x
02/28/2013	Chelan County PUD	Project Contract	\$1,812.00	\$57,544.84			x
02/28/2013	Chelan County PUD	Project Contract	\$1,812.00	\$59,356.84			x
02/28/2013	Chelan County PUD	Project Contract	\$1,812.00	\$61,168.84			x
02/28/2013	Chelan County PUD	Project Contract	\$1,812.00	\$62,980.84			x
02/28/2013	Chelan County PUD	Project Contract	\$1,812.00	\$64,792.84			x
02/28/2013	Chelan County PUD	Project Contract	\$1,812.00	\$66,604.84			x
02/28/2013	Chelan County PUD	Project Contract	\$1,812.00	\$68,416.84			x
02/28/2013	Chelan County PUD	Project Contract	\$1,812.00	\$70,228.84			x
02/28/2013	Chelan County PUD	Project Contract	\$1,812.00	\$72,040.84			x
02/28/2013	Chelan County PUD	Project Contract	\$1,812.00	\$73,852.84			x
02/28/2013	Chelan County PUD	Project Contract	\$1,812.00	\$75,664.84			x
02/28/2013	Chelan County PUD	Project Contract	\$1,812.00	\$77,476.84			x
02/28/2013	Chelan County PUD	Project Contract	\$1,812.00	\$79,288.84			x
02/28/2013	Chelan County PUD	Project Contract	\$1,812.00	\$81,100.84			x
02/28/2013	Chelan County PUD	Project Contract	\$1,812.00	\$82,912.84			x
02/28/2013	Chelan County PUD	Project Contract	\$1,812.00	\$84,724.84			x
02/28/2013	Chelan County PUD	Project Contract	\$1,812.00	\$86,536.84			x
02/28/2013	Chelan County PUD	Project Contract	\$1,812.00	\$88,348.84			x
02/28/2013	Chelan County PUD	Project Contract	\$1,812.00	\$90,160.84			x
02/28/2013	Chelan County PUD	Project Contract	\$1,812.00	\$91,972.84			x
02/28/2013	Chelan County PUD	Project Contract	\$1,812.00	\$93,784.84			x
02/28/2013	Chelan County PUD	Project Contract	\$1,812.00	\$95,596.84			x
02/28/2013	Chelan County PUD	Project Contract	\$1,812.00	\$97,408.84			x
02/28/2013	Chelan County PUD	Project Contract	\$1,812.00	\$99,220.84			x
02/28/2013	Chelan County PUD	Project Contract	\$1,812.00	\$101,032.84			x
02/28/2013	Chelan County PUD	Project Contract	\$1,812.00	\$102,844.84			x
02/28/2013	Chelan County PUD	Project Contract	\$1,812.00	\$104,656.84			x
02/28/2013	Chelan County PUD	Project Contract	\$1,812.00	\$106,468.84			x
02/28/2013	Chelan County PUD	Project Contract	\$1,812.00	\$108,280.84			x
02/28/2013	Chelan County PUD	Project Contract	\$1,812.00	\$110,092.84			x
02/28/2013	Chelan County PUD	Project Contract	\$1,812.00	\$111,904.84			x
02/28/2013	Chelan County PUD	Project Contract	\$1,812.00	\$113,716.84			x
02/28/2013	Chelan County PUD	Project Contract	\$1,812.00	\$115,528.84			x
02/28/2013	Chelan County PUD	Project Contract	\$1,812.00	\$117,340.84			x
02/28/2013	Chelan County PUD	Project Contract	\$1,812.00	\$119,152.84			x
02/28/2013	Chelan County PUD	Project Contract	\$1,812.00	\$120,964.84			x
02/28/2013	Chelan County PUD	Project Contract	\$1,812.00	\$122,776.84			x
02/28/2013	Chelan County PUD	Project Contract	\$1,812.00	\$124,588.84			x
02/28/2013	Chelan County PUD	Project Contract	\$1,812.00	\$126,400.84			x
02/28/2013	Chelan County PUD	Project Contract	\$1,812.00	\$128,212.84			x
02/28/2013	Chelan County PUD	Project Contract	\$1,812.00	\$130,024.84			x
02/28/2013	Chelan County PUD	Project Contract	\$1,812.00	\$131,836.84			x
02/28/2013	Chelan County PUD	Project Contract	\$1,812.00	\$133,648.84			x
02/28/2013	Chelan County PUD	Project Contract	\$1,812.00	\$135,460.84			x
02/28/2013	Chelan County PUD	Project Contract	\$1,812.00	\$137,272.84			x
02/28/2013	Chelan County PUD	Project Contract	\$1,812.00	\$139,084.84			x
02/28/2013	Chelan County PUD	Project Contract	\$1,812.00	\$140,896.84			x
02/28/2013	Chelan County PUD	Project Contract	\$1,812.00	\$142,708.84			x
02/28/2013	Chelan County PUD	Project Contract	\$1,812.00	\$144,520.84			x
02/28/2013	Chelan County PUD	Project Contract	\$1,812.00	\$146,332.84			x
02/28/2013	Chelan County PUD	Project Contract	\$1,812.00	\$148,144.84			x
02/28/2013	Chelan County PUD	Project Contract	\$1,812.00	\$150,000.00			x

## Spreadsheet Example

Type	Date	Num	Name	Memo	Paid Amount
<b>Water Main Project</b>					
Costs - Engineering/Inspection					
Check	10/31/2012	1048	RIQ	WMP Construction Mgmt & Inspect.	\$3,298.96
Total Costs - Engineering/Inspection					\$3,298.96
<b>Construction</b>					
Invoice	11/02/2012		KRIC LLC	Pay Estimate #6	\$1,870.13
Total Construction					\$1,870.13
<b>Cultural &amp; Historical Review</b>					
Check	10/05/2012	1043	Platteau Archaeological Investigations	Final Payment Arch Monitoring	2,889.71
Total Cultural & Historical Review					2,889.71
<b>Permits/Water Tests</b>					
Check	11/02/2012	1041	Carobee Analytical	Water Tests Reimbursable	\$2.00
Check	10/14/2012	1045	Carobee Analytical	Water Tests Reimbursable	\$9.00
Total Permits/Water Tests					\$11.00
Total Water Main Project					\$8,069.83

THANK YOU FOR COMING!