

Alaska Sustainable Salmon Fund  
**INVOICE APPROVAL POLICY AND PROCEDURE**  
8/08

POLICY

It is the policy of the Alaska Department of Fish and Game (ADF&G) to provide timely reimbursements of the Alaska Sustainable Salmon Fund (AKSSF) claims for services rendered while at the same time complying with the requirements of the OMB circulars, the National Marine Fisheries Service, and the requirements of the State of Alaska in securing its reimbursement of legitimate costs from the Department of Commerce.

PROCEDURE

*Support for Payments*

Every payment made by ADF&G must be supported by an invoice and must include backup documentation and proof of payment for all billed expenses. Invoices are to be billed to the ADF&G. In order to help eliminate duplicate payments, the invoice must be an original signed by the project's principal investigator (PI) and/or the earmark recipient responsible for project expenditures. The PI will review all invoices to ensure that the expenditures listed are in compliance with the terms of the contract, cooperative agreement or Reimbursable Services Agreement (RSA).

If the expenditures are valid, the PI will notate his/her approval by signing and dating the invoice and sending it to the managing earmark entity, if appropriate, or to the AKSSF Grant Administrator III (GA III) for processing through the department's fiscal office.

If the original invoice has been lost, a certified copy of the invoice may be substituted.

Every invoice should contain the following information:

1. AKSSF project number (45xxx) and name;
2. A unique invoice number;
3. Name of the vendor;
4. Date of the invoice;
5. Period of the project that the invoice is covering;
6. Total expenses billed by line item;
7. Invoices must be supported by an itemized list of the expenses claimed, documentation of each expense (e.g., invoice, receipt, timesheet, etc.) and proof of payment (e.g., check stub, check number, credit card statement, etc.);
8. Any other documentation required by the contract, cooperative agreement, or RSA.

### Invoice Routing

AKSSF recipients should send all invoices to the AKSSF staff at PO Box 115526, Juneau, AK 99811-5526 unless otherwise directed by the contract, cooperative agreement, or RSA. The GA III will verify that the invoice is mathematically correct and in compliance with the Alaska Administrative Manual, OMB circulars, and the approved Statement of Work governing the project.

- a. If it is correct, the GA III will send it for processing through ADF&G's fiscal office.
- b. If the invoice is not correct, the GA III will notify the PI or agency representative and discuss options for correction.

### Authorization for Payment

The following signatures are required for authorization of payment by ADF&G's fiscal office:

- PI;
- managing earmark entity (if appropriate); and
- GA.

### Invoice Submission Deadline

All signed original invoices must be submitted with adequate documentation for approval and received by ADF&G's AKSSF staff no later than 30 days following the project end date in order to qualify for reimbursement.