

COVID-19 Invoice Requirements

The City of Detroit appreciates the collaboration of all vendors who are engaged in our COVID-19 response. This checklist outlines required information in any invoice(s) submitted to the City for COVID-related services. We have a team of experts helping us maximize our ability to receive funding from the Federal government and request that the items below be completed before submission for payment.

We look forward to your support as we comply with Federal requirements for COVID-19 recovery.



SECTION 1 - BASIC INVOICE REQUIREMENTS

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| <input type="checkbox"/> Sales Tax
The City of Detroit is a sales-tax exempt organization. Please review that no sales tax is charged on invoices. | <input type="checkbox"/> Description of Work
Please ensure that the description of work completed matches the scope of your contract. |
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SECTION 2 - SERVICE CONTRACT RATES, COSTS, AND FEES

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| <input type="checkbox"/> Subcontractors
Documentation requirements are passed down to subcontractors. Please request all subcontractors follow these guidelines. | <input type="checkbox"/> Profit Rates and Mark-up Cost
Profit and mark-ups should not be a separate line on invoices unless it has been negotiated that way in your contract. |
| <input type="checkbox"/> Administrative Charges
Please itemize what is included in these charges. Any employee time needs to be documented (see Section 3 below). | <input type="checkbox"/> Supply Charges
Please itemize all supplies providing a description and brand of supplies used, as well as costs allocated to the City. |
| <input type="checkbox"/> Invoice Rate Units
The rate units on the invoices need to match contract rate units. For example, "per hour" or "sq. ft." | <input type="checkbox"/> Employee Premiums
Please describe what these premiums include and verify whether they are included in your contract. E.g., Emergency Pay or Overtime Pay. |
| <input type="checkbox"/> Mobilization, Fuel, Mileage
If negotiated in your agreement, these charges will only be reimbursed by FEMA at the GSA established rate of \$0.575/mile (as of Jan. 2020). | <input type="checkbox"/> Locations & Travel
If negotiated, document all locations of work with departure/arrival addresses, dates, a Google Maps/MapQuest print out showing distances traveled.
<i>*Travel log template can be provided</i> |



SECTION 3 - TIMESHEETS & TIME TRACKING

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| <input type="checkbox"/> Negotiated Rates
Please provide a negotiated rates sheet for service and/or employee time claimed on invoices and ensure the rates reconcile with your City contract. <i>*Example can be provided</i> | <input type="checkbox"/> Description of Activities
Please provide a short description of employee activities. E.g., "Disinfection of high-touch services in public areas," or "interpretation of press conference on COVID-19 Public Health Order." |
| <input type="checkbox"/> Submission of Timesheets
For claimed employee time, please submit <u>legible and clear</u> timesheets signed and dated by the employee and a supervisor. The City will reconcile against any building sign-in sheets.
<i>*Timesheet template can be provided</i> | <input type="checkbox"/> Time Reconciliations
Prior to submitting your invoices to the City of Detroit, please ensure that all hours claimed in the invoice match the hours on the employee's timesheets and your payroll records. |