**2018-2020 Consolidated Contract**

**Billing Instructions**

1. The Local Health Jurisdiction (LHJ) will submit accurate and timely billings for services provided through the Consolidated Contract. The State form A19-1A Invoice Voucher provided by the Department of Health (DOH) must be used for clarity and consistency in billing.
2. The A19 Page 2 billing detail document provided by DOH must be submitted with the A19-1A Invoice Voucher in order for payment to be made. The A19 Page 2 billing detail document lists programs in BARS revenue code order and contains programs that are available for billing in that month. The current A19 and Page 2 documents can be accessed by selecting the appropriate LHJ link at the following web address: <http://www.doh.wa.gov/PublicHealthandHealthcareProviders/PublicHealthSystemResourcesandServices/Funding/ConsolidatedContracts/LocalHealthJurisdictions.aspx>

In order to promptly review, approve and process your billing request, it is important DOH receives the current forms and documentation requested.

1. Invoice Vouchers may be billed monthly unless otherwise stated in the specific program Statement of Work and must be received within 60 days of the close of the month in which services were provided.
2. The source of funds may require that billings be received within a certain time period to ensure availability of funds for payment due to federal grant closures and state reporting requirements. Specific dates for performance and incurring related allowable costs are included in the Statement of Work.
3. Billings/invoices must include expenditure object/category information for each program (i.e. salaries, benefits, travel, equipment, goods and services, contracts, etc.). A summary sheet of expenditures by category must be included along with a copy of a system generated report (e.g. trial balance, expenditure report, general ledger report) from your accounting system supporting the summary. Expenditure categories to be included are:

* Salaries
* Benefits
* Equipment
* Supplies
* Travel
* Subrecipients/Contractors
* Administrative/Indirects
* Other

Fractional billing of your grant, for instance 1/12th of the total yearly budget, is allowable provided that your total costs for the period of reimbursement are equal to or exceed the amount of the fractional billing.

In order to promptly review, approve and process your billing request, it is important DOH receives the current forms and documentation requested.

1. The LHJ will obtain approval by an authorized signer. The invoice and supporting expenditure information can either be sent electronically as PDF attachments to e-mail (preferred), or original invoice with appropriate supporting information can be mailed to the address provided below. If you choose to provide electronic copies of invoices, please retain the original signed invoice in your records.

**E-mail Address:**

[LHJinvoice@doh.wa.gov](mailto:LHJinvoice@doh.wa.gov)

**Mailing Address:**

Washington State Department of Health

Financial Services/Accounting Unit

P.O. Box 47905

Olympia, WA 98504-7905

For ConCon related billing questions, please contact Violet Byrns in the DOH Financial Services/Accounting Unit at (360) 236-3950 or email violet.byrns@doh.wa.gov.