University of Washington
Disability Services Office

Invoicing Guidelines Using DSO Template

Instructions for Submitting Invoices:

- Invoices and related communications must be sent to **<u>DSOinv@uw.edu</u>**. Sending to alternative email addresses will cause delays in processing**.**
- **Include your invoice number(s) in the subject line of your email and attach invoice. .**
- The contractual 30 day payment term begins when an accurate invoice is received.
    - o An accurate invoice will include all the information outlined in the "Invoice Completion by Vendors" section below. (This information is captured in your Individualized Template provided by DSO.)
    - o DSO **<u>cannot</u>** amend invoices in any way due to legal restrictions. Invoices requiring changes will be returned. If DSO returns an invoice due to a discrepancy, the contractual 30 day payment term resets and will begin upon submission of an accurate invoice.
    - o It is the sole responsibility of the service provider to submit accurate invoices.
- For prompt payment, invoices should be submitted to DSO on a regular and timely basis (no greater than once a week and no longer than once a month). Service providers should submit invoices within a month of completing an assignment. Invoices received 30 days after the assignment may be subject to delay.

Invoice Completion Instructions:

- <u>Individualized Template:</u> Service providers shall use the individually populated templates provided by DSO. Any locked portions of the individually populated template shall not be edited. DSO will edit locked portions accordingly.
- Each invoice requires a unique invoice number generated in the Invoice Number Field. Unique invoice numbers may only be numeric values and are limited to 10 characters.
- Each Row should include the following information:
    - o Name of client or event (e.g. "John Smith" or "Do-It Luncheon") – Include as much detail as possible.
    - o Service description (e.g. ASL- Psych 101a, or CART- Anthro 309).
    - o Start and end time of the assignment activity (e.g. 8:40 AM, 10:35 AM).
    - o Choose the pre-established hourly rate for assigned or retained time from the dropdown list..
- Retained Time:
    - o Billable time not part of the assigned activity time must be labeled and identified as "Retained time" in the Service/Description column, which must be on a <u>separate row from the designated assignment time.</u>
- Each <u>row</u> will include information for <u>only one</u> segment of assigned activity or retained time. **<u>Note:</u>** One service date may include multiple assignments and/or multiple requests for retained times
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- NOTES ABOUT TEMPLATE FEATURES:
    - o Once populated with assigned activity or retained time, each row auto-calculates the total and the grand total will be updated after addition of each row.
    - o Miscellaneous charges should be listed separately in the "Pre-Approved Charge" section.
    - o The INVOICE TOTAL line auto-calculates to include the assigned time, retained time, and pre-approved charges.