



## Invoice Submissions - Best Practices

Please aim to submit no later than the 5th of each month to ensure checks can be issued by/around the 10th.

### UFH Check Processing Procedures:

- Obtain proper internal approvals when necessary
- Verify amounts charged and calculations
- Ensure services have not been reimbursed in prior month
- Break down services that are provided for ovarian and metastatic women
- Enter each transaction into our passport database to keep track of squares used:
  - enter type of service, # of sessions, total amount paid and # of squares used.

One submission monthly is ideal. The invoice should only include services from the previous **calendar** month (i.e. if you perform services on August 3 and submit July invoice on August 5, then August 3 services should not be included).

*(When multiple months are included, it adds additional steps in order to verify reimbursement and slows down the payment process.)*

### Example of complete invoice (can be sent in any format: body of email, Word, Excel, Acrobat, etc.):

- Vendor name & contact info
- Current date and Invoice #
- Type of service (if same for all)
- Name1, Identifier (phone, email), date(s) of service, type of service (if different from above), \$\$ requested
- Name2, Identifier (phone, email), date(s) of service, type of service (if different from above), \$\$ requested
- Name3, Identifier (phone, email), date(s) of service, type of service (if different from above), \$\$ requested

**Overall total \$\$ requested for the month**

Please email monthly invoices to [bookkeeping@uniteforher.org](mailto:bookkeeping@uniteforher.org) (preferred method of submission).  
If you are a new provider, please also submit an IRS Form W-9.

Thank you!