

Invoicing Guidelines for the City of Minneapolis' Division of Race & Equity

- All invoices are on a cost-reimbursement basis.
- Required components of an invoice:
 - Invoice date.¹
 - Unique invoice number.² Using the date of the invoice is a good option, i.e. 01012019
 - Contract number, if applicable.³ If you do not know your contract number, please contact us.
 - Supplier number.⁴ If you do not know your supplier number, please contact us.
 - Supplier information. The name, address, phone number and email associated with the supplier number.⁵
 - The Division's information. It is important to include the information below in the 'To' box exactly as it is portrayed below.⁶

Attn: Division of Race & Equity, City Coordinator

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|----------|---|----------|----------------------|---|------------------|
| 1 | Date: 01/01/2019 | | | | |
| 2 | Invoice # 01012019 | 3 | Contract # COM000001 | 4 | Supplier # 25000 |
| 5 | Vendor Name: Supplier name Supplier address Supplier phone number Supplier email | | 6 | To: Joy Marsh Stephens City of Minneapolis Division of Race & Equity, City Coordinator 350 South 5 th Street, M301 Minneapolis, MN 55415 | |

- Line items must contain a detailed description of the item you are submitting for in this portion of the invoice template.

| Description of work completed this period: | Fee: |
|--|------|
| Item 1 | \$ |
| Item 2 | \$ |
| Item 3 | \$ |
| Item 4 | \$ |
| Item 5 | \$ |

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|--------------------------|
| Total Amount Due: |
|--------------------------|

- Invoices must be submitted to submitinvoices@minneapolismn.gov as a PDF. Only one PDF must be attached to the email. If submitting multiple invoices, please submit in separate emails. Please 'CC' RaceEquity@minneapolismn.gov when sending invoices.
- If including food on the invoice, please submit the sign in sheet for the event as an additional page in the same PDF as the invoice.
- If including materials (i.e. room rentals, printing, incentives, etc.) purchased on this invoice, please submit the receipts in the same PDF as the invoice.
- We cannot approve invoices for payment unless we have the appropriate documentation, i.e. receipts for materials purchased, timesheet indicating time spent, etc.
- Liability insurance is not a reimbursable cost.

Additional Instructions Specific to ReCAST Funding

- Invoices must be submitted to submitinvoices@minneapolismn.gov as a PDF. Only one PDF must be attached to the email. If submitting multiple invoices, please submit in separate emails. Please 'CC' ReCASTMinneapolisInfo@minneapolismn.gov when sending invoices.
- Food reimbursement is limited to \$3/per person per federal regulations.
- If including time spent, please provide documentation. Documentation includes a screenshot of your calendar or timesheet. We can provide a timesheet template, if needed. This should also be submitted in the same PDF as the invoice.
- If you receive funding for a program that requires you to fill out an evaluation, invoices will not be approved until the evaluation form has been received. You may also include this in the same PDF as the invoice. (Typically ReCAST Connect and CBI funding).

All questions related to supplier numbers, contracts, invoicing, and payment should be directed to: RaceEquity@minneapolismn.gov