

California Community College Chancellor's Office

New Invoice Process Q & A

1. How do districts receive funding from the California Community Colleges Chancellor's Office (CCCCO)?

Districts receive funding via two methods, either through apportionment payments or through a grant/contract with the CCCCCO.

2. Will this process apply to grants/contracts previously paid through apportionments?

With the implementation of FI\$Cal, grants/contracts can no longer be paid through the apportionment process. The new invoice process applies to all payments for grants/contracts.

For a list of grant/contracts that were previously paid through apportionments, go to:

- http://extranet.cccco.edu/Portals/1/CFFP/Fiscal_Services/Apport/2016-17/P2/GrantandContractList_June2017P2.pdf

3. Does the new invoice process only apply to 2017-18 grants/contracts moving forward?

No, all payment requests including prior year open grants/contracts must comply with the new invoice process.

- **Advance payments:** If allowed per written agreement within the RFA, RFP, Contract, or Article I.
- **Progress payments:** If allowed per written agreement within the RFA, RFP, Contract, or Article I.
- **Expenditure payments:** Some programs have online reporting systems where expenditures are reported and certified on a quarterly basis. This will continue and in addition the expenditures reported for that quarter will need to be invoiced to receive payment.

4. Which programs need to be processed this way? Is it only those grants/categoricals that have a Grant Face Sheet?

All CCCCCO grants/contracts require an invoice before a payment can be processed. Note: apportionment payments do not require an invoice.

5. Where do I locate the FI\$Cal Program number on my grant/contract?

The FI\$Cal Program number will only be found on grants/contracts fully executed in 2017-18. If your grant/contract is from a prior year, leave this section blank and fill in the "Object of Expenditure" section.

If your grant/contract was fully executed in 2017-18, refer to Contract (Grant) Agreement Example.

6. Where do I locate the subtask on my grant/contract?

The subtask will only be found on grants/contracts fully executed in 2017-18. If your grant/contract is from a prior year, leave this section blank and fill in the "Object of Expenditure" section.

If your grant/contract was fully executed in 2017-18, refer to Contract (Grant) Agreement Example.

7. Is there a deadline in the submission of the new invoice process?

The final invoice is submitted within the timeframe listed on the Contract (Grant) Agreement. If you have any further questions on this deadline, contact your project monitor.

8. Who is responsible for submitting the invoices?

Each district is responsible for submitting the invoice to collect funds from CCCCO. Deciding who will submit the invoice is an internal district decision. College districts should submit not colleges.

9. How will Districts receive funds that are invoiced?

Districts will receive a warrant (check) issued by the State Controller's Office.

10. Where do I locate the invoice template?

Currently, the invoice template is compatible with Google Chrome and Internet Explorer. It can be located on the CCCCO website New Financial System at the Chancellor's Office FI\$Cal Invoicing Process in Tools.

11. What if I need to revise my invoice?

If you are re-submitting a corrected invoice, please state in the subject line: "REVISED Invoice – District/LEA Acronym – Agreement Number".

12. What should be included on the invoice?

Check out the Chancellor's Office Invoice Review Checklist. If any pieces of information are missing from the invoice, then it will need to be revised.