

**Completion Instructions – Invoice (Cdt #192)**

A fully typed invoice is highly recommended. Use of a corps/squadron mail is acceptable.

**SECTION A: VENDOR INFORMATION**

**CORPS/SQN NO.:** i.e. 1234 RCACC

**ADDRESS:** the mailing address of the Vendor (League or Sponsoring Committee)

**CITY:** the mailing address of the Vendor

**POSTAL CODE:** the mailing address of the Vendor

**Contact number:** of the Vendor

**EMAIL ADDRESS:** this must be a generic email for the League or Sponsoring Committee (i.e.: 1233sponsor@shaw.ca) because people change.

**SECTION B:**

**Date:** In the format DD MMM YYYY (i.e.: 20 May 2019)

**Invoice No:** Recommended to be 12 digits and have a sequence includes the corps/sqn 4 digit UIC, 4 digits year submitted, 2 to 4 digit sequence. (i.e.: 455620180001)

**SECTION C:**

1. All expenses claimed must be related to authorized activities or expenditures:
  - a. Expenses related to LSA do not have a TSR #. The Activity Name is “Local Support Allocation” or “LSA” and the activity date should be the fiscal year.
  - b. Expenses related to training will have the Activity Date(s), TSR #, and Activity Name. A copy of the approved TSR (CSAR) may be helpful for the sponsoring committee and the accounts clerk but not necessary.
2. A sequential line and description of each individual expenditures is required (one receipt one line).
3. Meals/rations/entrance fees must be accompanied by a nominal roll verified by an officer. A FORTRESS record of attendance for that activity is also acceptable but it must be signed by an officer. A subtotal of cadets/officers must be provided on each sheet.
4. All receipts must be original itemized with a proof the original vendor received payment which this last one can be a copy. If proof of payment is not shown on the receipt, a copy of a cleared cheque or bank/card statement is acceptable.
5. RCSU (Pac) shall follow payment terms for the CAF which are net 30 days from receipt of a complete invoice.

**IMPORTANT INFORMATION – Receipts:**

Do not use highlighters or markers as it sometimes makes the receipt illegible. Tape will erase the writing on which it's on.

To avoid loss of receipts in transit and make it quicker for the Accounts Clerk to verify the invoice. Use a blank piece of paper to attach all receipts in the same order as reflected on the invoice. Write the applicable line number from the invoice next to or on the receipt.

Make sure the invoice contains receipts that ***do not overlap a fiscal year***. A fiscal year is from 1 April to 31 March. Placing a receipt for 15 March 2018 with a receipt dated 10 April 2019 on the same invoice cannot be paid. The Accounts Clerk will be required to contact the Vendor instructing them to issue a separate invoice for each fiscal year.

**SECTION D:**

Both the Sponsoring Committee and the Corps/Squadron CO must sign each invoice and shall print legibly their name below their signature as a signature block. Example:

I.S. Robins, President

R.K. Proper, Capt, CO