City of Cincinnati

Claim Voucher/Invoice Instructions

FORM NO. 37-Revised by MSD 11/10

Step 1: Complete areas 1-4

Area 1: Provide the following information;

   a. Invoice Date – date the invoice was generated by vendor
   b. Vendor Invoice Number – unique invoice number assigned by vendor
   c. City Order, Contract or Agreement No. - for example the Master Services Agreement number
   d. Reference No. – form field not used
   e. Net Terms – number of days after invoice submittal date that payment is due
   f. Partial and Final check box – do not use these check boxes, they are for City use only

Area 2: Provide the following information:

   a. Claimant Name – name of company or firm
   b. Claimant’s Address – the address to which the payment should be sent

Area 3: Provide the following information:

   a. New Item – newly submitted invoice
   b. Replacement – replaces a previously submitted unpaid invoice
   c. Additional Information – supporting documentation requested by MSD for a previously submitted unpaid invoice
   d. Project Manager – the person managing the project on behalf of MSD
   e. Project Number – eight digit project number issued by MSD
   f. Contract End Date – the substantial completion date for construction contracts or the MSA or PSA expiration date for professional services
   g. Task Order Number – does not apply to construction contracts, in that case enter “NA”
   h. Task Order Expiration Date – does not apply to construction contracts, in that case enter “NA”
   i. Contract Amount – total value of contract or task order
   j. Previously Billed – total amount previously billed excluding current invoice
   k. Current Billing – amount due to vendor, also enter this amount in box labeled “$ Total”
   l. Total Billed to Date – total amount billed including current invoice
   m. Remaining Balance – amount remaining on contract

Area 4: THIS CERTIFICATION MUST BE EXECUTED BY CLAIMANT complete the following;

   a. Claimant - name of vendor
   b. By - signature must be in blue or black ink
   c. Title – for example Project Manager, Vice President, etc.

Step 2: Submit copies of the voucher and invoice as follows unless directed otherwise by MSD:

   a. Construction – three (3) original signed vouchers and three (3) copies of the invoice
   b. Professional Services – one (1) original signed voucher and one (1) copy of the invoice

NOTES:

November 2010
1. **ALL INVOICES MUST BE SUBMITTED TO THE 1600 GEST STREET ADDRESS TO THE ATTENTION OF ACCOUNTS PAYABLE.**
2. Leave box in top right corner blank. It is for internal City use only.
3. Vendor may enter any additional information in the blank space in the middle of the page.
4. Text added to form fields must fit within the window without scrolling.