



Project Invoicing & Reporting Standards

INVOICING

- Submit invoices electronically to: accounting@oregonwave.org
- All invoices are due to OWET by the 15th of each month
- OWET will process and pay invoices within 30 days of the 15th deadline – payment will be received by the 15th of the following month (i.e. submit an invoice June 10th, OWET will pay it by July 15th)
- Invoices received after the 15th of the month may delay payment by an additional 30 days
- Include dates of service and OWET assigned contract number (can be found on the final contract)
- If billing for mileage, include the total miles driven and the rate charged per mile
- Invoices must correlate to the project budget in the contracted scope of work
- Bill according to the primary tasks of the scope of work - organize line items according to the task they are associated with
- If your contract includes a “Schedule of Billable Milestones under Grant” your invoice amount must be equal to or less than the cost amount allocated for that cost listed in the schedule.

REPORTING

- Use OWET quarterly report template when provided by OWET program manager
- Progress reports are due within 30 days of the end of the reporting period
- Submit your report electronically to: pm@oregonwave.org
- If OWET reporting template is not provided, the progress report should include the following:

Overview

PR Summary: Give a brief update (250 words or less) on project highlights for OWET publications. Include activities completed, successes thus far, and anticipated next steps. Projects with an outreach component should include upcoming meetings, workshops, and events with stakeholders (indicate which ones are public and provide information for participation).

Management Status: Briefly describe the project's current status in terms of performance, cost, schedule, and scope. Have there been any deviations in these areas? Are any deviations expected?

Accomplishments: List and describe any project accomplishments during the reporting period (i.e. meetings held, resources acquired, tests complete, etc...).

Provide estimated percentage of project completion to date and estimated percentage of OWET funding spent to date.

Project Tasks

For each primary task of the scope of work:

- Briefly describe the task
- Report on the progress of the key activities
- Indicate percentage of task completed thus far