



Natural Resources Conservation Service  
210 Walnut Street, Room 693  
Des Moines, IA 50309-2180

March 2, 2012

## IOWA INSTRUCTION 120-393 – INVOICE REQUIREMENTS FOR IOWA AGREEMENTS

### IA393.0 PURPOSE

This Iowa Instruction mandates that invoices will accompany all requests for reimbursement (Form SF-270) under Iowa NRCS Grants and Agreements.

### IA393.1 SCOPE

These instructions will be followed by all NRCS employees.

### IA393.2 FILING INSTRUCTIONS

This Iowa Instruction will be posted on the Iowa NRCS Employee Website, which can be accessed at <http://www.ia.nrcs.usda.gov/intranet/> under the Iowa NRCS eDirectives System section.

A handwritten signature in blue ink that reads "Richard Sims".

Richard Sims  
State Conservationist

E

(IA Instruction 120-393 First Edition – March 2012)

IOWA INSTRUCTION 120-393 – INVOICE REQUIREMENTS FOR IOWA AGREEMENTS

**1. PURPOSE:**

This Iowa Instruction mandates that invoices will accompany all requests for reimbursement (Form SF-270) under Iowa NRCS Grants and Agreements.

**2. ROLES AND RESPONSIBILITIES:**

These instructions will be followed by all Iowa NRCS employees.

**3. PROCESS:**

All requests for reimbursement (Form SF-270) under Iowa NRCS Grants and Agreements must be accompanied by an invoice. The invoice will include the following elements:

- The name of the Vendor (who the invoice is from).
- The invoice must be dated.
- Include a description/explanation of the goods or services delivered. The invoice should answer the following questions:
  - What are we being billed for and how much are we being billed?
  - Is this based on a time period (Period of performance)? If so, what is that time period?
  - For how much or how many (Quantity/Unit, rates, amount, etc.) are we being charged?
  - If there are multiple items we are being asked to pay for, what is the charge associated with each item?
- Agreement number

The information above will help verify that the amount billed is accurate and in accordance with the agreement. Electronic invoices, both faxed and scanned versions, are also acceptable methods (original copies are preferred).

If the document does not contain the word "Invoice," it will still be accepted as long as it includes the above elements.

If you have any questions, please contact Michael Casper, Supervisory Contracting Officer, at (515) 284-4506.



Approved By:

Date:

Richard Sims  
State Conservationist  
Natural Resources Conservation Service  
210 Walnut Street, Room 693  
Des Moines, IA 50309-2180