

Tri-County Community Council, Inc.
Head Start/Early Head Start

Part: 1302 Program Operations
Subpart: J-Program Management and Quality Improvement
Section: 1302.101 Management System
Subject: In-House Invoices

Policy:

It is the policy of Tri-County Community Council, Inc. Head Start/Early Head Start to ensure that in-house invoices will be used to pay for the following expenses incurred by the program:

- Employee reimbursements
- Items billed between Tri-County Community Council, Inc. agency programs, unless an invoice is provided
- FDLE screenings
- CDA Assessment Fees
- NAEYC Annual Reports
- DCF Licenses

Procedure:

1. A request for an in-house invoice will be submitted to the Administrative Assistant.
2. The Administrative Assistant will generate the in-house invoice for the amount requested.
3. In-house invoices will be numbered as follows:
 - a. The fiscal year code from Tri-County Community Council, Inc.
 - b. The fiscal year for Head Start/Early Head Start
 - c. Numbered in sequence starting at 001 for each fiscal year
Example: G4-0304-023
4. The in-house invoice will be approved by the Head Start/Early Head Start Director, and then submitted to Tri-County Community Council, Inc. bookkeeping department for processing.
5. If the amount of the in-house invoice exceeds \$2,000.00, a purchase order will also be completed and signed by the Head Start/Early Head Start Director and the Executive Director of Tri-County Community Council, Inc.