

**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:** Invoices

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**Policy:**

It is the policy of Tri-County Community Council, Inc. Head Start/Early Head Start to ensure that all invoices are processed accurately and in a timely manner as outlined in the Tri-County Community Council, Inc.'s Fiscal Policies and Procedures Manual.

**Procedure:**

1. An invoice must accompany all purchases made from an outside vendor.
2. All invoices will contain:
  - a. Current address of vendor
  - b. Date of purchase
  - c. Description of items purchased
  - d. Signature of employee who received the items
  - e. All necessary documentation about the purchase – Example: Prescription hand soap for a child, then the printout from the Pharmacy should accompany the invoice
  - f. Explanation of any differences between the invoice amount and payment amount.
  - g. Copy of the purchase order for items over \$2,000.00
  - h. Approval stamp with correct program coding and initials of Head Start/Early Head Start Director
  - i. Adding machine tape attached with clear tape that agrees with the amount of the invoice
  - j. If the total amount for payment is different than the adding machine tape, then it should reflect only the amount to be paid by bookkeeping
3. All invoices will be submitted to the Administrative Assistant as soon as possible.
4. Invoices will be submitted to Tri-County Community Council, Inc. bookkeeping department by the Head Start/Early Head Start administrative staff as soon as possible after processing is complete.
5. Tri-County Community Council, Inc. bookkeeping staff will pay invoices every two weeks. Invoices must be submitted by Friday, 12:00 p.m., to the Head Start/Early Head Start Administrative Assistant to ensure that the bookkeeping department will receive the invoices in time for processing.