

INSTRUCTIONS FOR COMPLETING INVOICE (by numbered fields)

This standard invoice, or a modification of it, is to be used by persons or organizations providing services to individuals for whom they have been authorized by the Community Living disABILITY Services Program to receive funding through Residential Services.

Service providers may use a modified version of this invoice adapted to their needs. The use of a modified invoice, and its content and form must be approved by the Regional Office. As well, a modified invoice must comply with the standard invoice in terms of information that is provided.

FIELD

1. **Facility/Program Name** - The name of the facility/program providing the service. A separate invoice must be submitted for each facility/program. This field need not be completed where a supplier operates only one facility/program and the names of the supplier and facility/ program are synonymous.
2. **Invoice Date** - Date on which the invoice is prepared by the supplier.
3. **Billing Period** - The start date and end date in year/month/day format of the period of service for which the invoice is being submitted. Invoices are to be submitted on a monthly basis.
4. **Individual** - Surname and given name(s) of individual who received the service for which the invoice is being submitted.
5. **Number of Days** - Number of days of service being claimed for the individual in the billing period.
6. **Per Diem** - The individual's approved per diem.
7. **Total** - The amount derived by multiplying the individual's days by the individual's approved per diem.
8. **Comments** - Any additional information pertinent to the invoice.
9. **Total (columnar)** -The sum of the totals for each individual representing the amount being claimed in the billing period for all individuals.
10. **Authorized (Supplier) Signature** - Signature of the person who has been authorized by the supplier to certify the accuracy of the invoice.
11. **Payable to (Supplier Name and Address)** - Legal name, mailing address and postal code of the supplier. This information must be accurate, as the cheque for services rendered will be made payable and mailed in accordance with the information entered here.

Date Issued:	January 1, 2019
Replacing:	January 1, 1999

MANITOBA
FAMILIES

C	100.2.1A	1 of 2
Location	Section	Page

COMMUNITY LIVING disABILITY SERVICES
Subject: Support Services: Funding Supports
- Appendix A - Residential Services Invoice

ADULT DISABILITY SERVICES

Residential Services Invoice



FORWARD INVOICE TO:
MANITOBA
 Families

INVOICE DATE: _____ 2

BILLING PERIOD

FROM: _____ 3

Year/Month/Day

TO: _____ 3

Year/Month/Day

FACILITY/PROGRAM NAME:

1

INDIVIDUAL		NUMBER OF DAYS	RESIDENTIAL SERVICES		
Surname	Given Name		Per Diem	Total	Comments
4		5	6	7	8
TOTAL				9	

I certify that supplies and/or services have been provided:

10

AUTHORIZED (SUPPLIER) SIGNATURE

PAYABLE TO: (NAME AND FULL MAILING ADDRESS)

11

POSTAL CODE

FOR FAMILIES USE ONLY

Certified Goods Received and/or Services Performed and Payment Authorized

SIGNATURE:

SAP DOCUMENT NUMBER:

COST ELEMENT	COST CENTRE/ INTERNAL ORDER #	FUND RESERVATION		\$ AMOUNT
		#	ITEM #	
TOTAL				

VENDOR #:

AUTHORITY - T.B.#:

Date Issued: January 1, 2019

Replacing: July 15, 1999

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C

100.2.1A

2 of 2

Location

Section

Page