

Summary of Invoice Process

- Submit invoices with any required back-up data by email to ads.contracts@multco.us
- A separate invoice is required for each **group of services**:
 - District Center (DC)
 - Enhancing Equity (EE)
 - Evidence Based Health Promotion (EBHP)
 - Nutrition only (NS)
- If you provide more than one group of services (DC, EE, EBHP, NS), please send each invoice in a separate email
- Please put agency, group of services (DC, EE, EBHP, NS) and month/year of services in the email subject line
- CC your Contract Liaison* for the group of services (DC, EE, EBHP, NS)
- Deadline for invoices is shown on next page, along with Contract Liaison email address

* Contract Liaisons

District Centers: carolyn.mcgrath@multco.us

Enhancing Equity and Nutrition: jackie.tate@multco.us

Evidence Based Health Promotion: bethany.chamberlin@multco.us

If the invoice and/or back-up data includes any client information, it must be sent by **secure email**. *Note that if you send client information non-securely, we are required by our Privacy office to delete the email and ask you to re-send it securely.*

If your agency has a secure email system, you can use your system. If not, the County uses Virtru (<https://www.virtru.com/>). To open an encrypted Virtru email, you need to use either Chrome or Edge browser. (If your agency uses Gmail, you may be download a free plug-in which will allow you to initiate Virtru secure emails.)

If you don't have a secure email system and don't use Gmail, here is the process to use:

1. Each month, please email ads.contracts@multco.us when you are ready to submit your invoice. In the email, please identify your agency, the group of services (DC, EE, EBHP, NS), the month/year of services, and cc anyone in your agency that you want to be included in the email exchange.
2. One of our staff will reply with a Virtru secure email. The subject line will show the agency, group of services (DC, EE, EBHP, NS), month/year. That email will cc the contract liaison.
3. Please **reply all** to that email, attaching your invoice and back-up data.
4. You can reply more than once if you find that you can't fit all the attachments in one email.
5. Note that we will send you a separate email for each group of services (DC, EE, EBHP, NS.) Please be sure to respond to the correct email to avoid confusion.

Invoice Deadlines

Fifth (5th) business day of the month after services were provided:

District Centers (non-consortium)

Impact NW – DC (SE region)
IRCO - DC (Mid County region)
YWCA – DC (East County region)

Enhancing Equity with OPI services:

Friendly House - EE
IRCO - EE

Seventh (7th) business day of the month after services were provided:

District Center consortiums:

Friendly House – DC (West region)
Hollywood Senior Center - DC (N/NE region)

Enhancing Equity with more than Focal Point services:

AHSC - EE
EI Programa - EE
NARA - EE
NAYA - EE

Nutrition Services: Meals on Wheels People

Tenth (10th) business day of the month after services were provided:

Enhancing Equity with Focal Point only:

Latino Network - EE
Q Center - EE

Nutrition Services: Ecumenical Ministries of Oregon (EMO)

Evidence Based Health Promotion Services:

AHSC - EBHP
EI Programa - EBHP
Hollywood Senior Center - EBHP
Impact NW - EBHP
IRCO - EBHP
NAYA - EBHP
Q Center - EBHP