

Summary of Invoice Process

- Submit invoices with any required back-up data (deliverables) 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)
 - District Centers: fern.dalton@multco.us
 - Enhancing Equity and Nutrition: patricia.munoz@multco.us
 - Evidence Based Health Promotion
 - District Center EBHP: fern.dalton@multco.us
 - All other EBHP: joanne.oconnell@multco.us

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

Asian Health & Service Center - EE
Friendly House - EE IRCO –
EE
Q Center - EE
Urban League – 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

EI Programa - EE NARA -
EE NAYA - EE

Nutrition Services

Meals on Wheels People

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

Nutrition Services: Ecumenical Ministries of Oregon (EMO)

Evidence Based Health Promotion Services:

EBHP invoices for all agencies providing these services