DOEE Clean Water Construction Program: Invoice Requirements

Invoices for work performed must follow the requirements of the contracting agency, but at a minimum, approvable invoices shall contain the following items.

- Cover page on company letterhead
- Date of submittal
- Dates of invoice period
- Invoice number
- Contract number
- Project name
- Total amount of contract (and change orders as applicable)
- Total amount requested
- Ledger of amounts requested, amounts received, and balance remaining
- Description of work performed
- Amount paid to each subcontractor (as applicable)
- Backup documentation such as the period’s payroll register, accounting records, invoices and/or receipts (as applicable)
- Signature of authorized company representative or agent

Updated: 1/8/2021