



**SAN FRANCISCO
HUMAN SERVICES AGENCY**

P.O. Box 7988
San Francisco, CA
94120-7988
www.SFHSA.org

To All SFHSA Grantees/Contractors/Vendors:

Department of Benefits
and Family Support

RE: Update to HSA Invoicing Policy (2/14/25)

Department of Disability
and Aging Services

We are providing an update and clarification on our invoice policy.

All invoices are on a cost-reimbursement basis only. Expenses must have been incurred and paid before they can be included on invoices. For example, if a bill is received in February and paid in March before the invoice due date, it may be included in the February invoice with proof of payment. Please carefully review the guidelines and expectations below.

Salaries

- Back-up documentation is always required.
- Acceptable documentation: payroll registers or payroll journals (typically available from Payroll Service Provider)
- Not acceptable: copies of timesheets or Excel spreadsheets
- Please delete/redact any Personal Identification Information (SSN, DOB, home address, etc.)



Daniel Lurie
Mayor

Trent Rhorer
Executive Director, SFHSA

Note: timesheets (paper or electronic) of some kind must be available upon request for all employees paid on the grant/contract (including salaried)

Kelly Dearman
Executive Director, DAS

Subcontractors & Consultants

- Back-up documentation is always required
- Proof of Payment is always required
- Invoice/bill/statement from the vendor is always required
- Only upload Subcontractor/Consultant invoices to you; do not include any supporting documentation they may submit to you

Note: Signed legal agreements must be in place for any/all Subcontractors/Consultants paid on the grant/contract



Operating Expenses

- Any single line item totaling \$5,000 or more in one month requires backup documentation, including Proof of Payment and an invoice/bill/statement from the vendor.
- For regular, recurring expenses for the same amount every month, backup documentation once at the beginning of every Fiscal Year is sufficient for the invoice/bill/statement (i.e., lease showing monthly payments due)

Capital/Equipment Expenses (single item greater than \$10,000)

- Back-up documentation is always required
- Proof of Payment is always required
- Invoice/bill/statement from vendor is always required

General Tips

- Back-up documentation is always required for Salary expenses and single-line items totaling \$5,000 or more.
- General ledgers, transaction reports, and/or Excel spreadsheets are not considered proof of payment but may be requested.
- Back-up documentation names should easily match invoice line items (i.e., Safeway Food or Safeway Supplies is better than Safeway)
- When providing documentation for a line item, provide all of it (i.e., a \$2,500 receipt towards \$2,575 in a line item is not sufficient)
- When invoicing for less than the total receipt, please explain in the Vendor Notes at the bottom of the invoice (i.e., a \$3,000 receipt for a \$2,500 line item)
- For deliverable or unit-based agreements, deliverables must be completed before submitting invoices.

While you do not need to submit every backup documentation, you must have them on file and readily available. Your Contract Manager may request these at any time, and they are needed for annual Fiscal





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Monitoring (including any back-up documentation from subcontractors/consultants).

Should you have any questions/concerns, please contact your assigned Contract Manager.

Thank you for your cooperation,

DocuSigned by:

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Esperanza Zapien

Director of Contract Management

