



Miscellaneous Invoice Requests

Lawrence Berkeley
National Laboratory

Financial Policies and Procedures

Part I

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Primary contact:	Manager, Contract Accounting

Summary

The purpose of this policy is to provide guidance and establish requirements for the preparation and submission of miscellaneous (manual) invoice requests.

Policy

Contract Accounting will prepare miscellaneous invoices at the request of the Division in order to seek reimbursement for LBNL services provided but not covered by another contracting method between LBNL and the other party.

- The invoice request must be for an allowable cost.
- The miscellaneous invoice process cannot be used in lieu of established LBNL, DOE, or UC policies or procedures.

Examples

- Billing for costs that are covered by a Memorandum of Understanding (MOU) agreement between the University of California Office of the President (UCOP), the UC campus, or other universities or entities and LBNL.

Procedures

Division

- All requests for miscellaneous invoices must be received in Contract Accounting by the 20th of the month and be accompanied by a completed [Request for Preparation of Miscellaneous Invoice](#) form.
- Email all requests to ARhelp@lbl.gov and indicate "Misc. Invoice Request" in the subject line of the email to ensure timely processing.
- Complete Sections I and II of the form and Section III if requesting a recurring invoice.

Note: Requests received after the 20th of the month will be processed the following month.

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- Enter, print, and mail all miscellaneous invoices. Invoices are mailed once monthly after the closing process
- If a miscellaneous invoice remains unpaid after 60 days the Division will be contacted for assistance.
- After 120 days, the debt may be transferred to the DOE Chicago Operations Office for submission to the Department of Treasury for collection.

Related Documents

- NIH Guide: [Salary Limitation on Grants, Cooperative Agreements, and Contracts](#)
- DOE Accounting Handbook, Chapter 8, Receivables
- [Request for Preparation of Miscellaneous Invoice](#) form

Contacts

- Contract Accounting Manager
- ARHelp@lbl.gov

Glossary

- **Cooperative Agreement:** An agreement between the University of California and one or more participants under which the government (through the Laboratory) provides personnel services, facilities, equipment, or other resources (with or without reimbursement) towards the conduct of specified research or development efforts that are consistent with the mission of the Laboratory.
- **Compensation above Salary Limits for Work-for-Others Agreements:** Compensation for researchers working on grants and cooperative agreements may be subject to limitations by federal law or provisions of specific WFO agreements. The cost of salaries and wages in excess of the limitations are unallowable under DOE Contract 31 and must be covered by bestowments or other non-federal funds.
- **Work-for-others (WFO):** The performance of work for non-DOE entities by DOE/contractor personnel and/or the utilization of DOE facilities that are not directly funded by DOE appropriations. Work is in accordance with [DOE Order 481.1C](#).