



## PAPER TURN AROUND INVOICES

We require you to submit the Vendor Invoice with your payment support each month. If the Vendor Invoice is not attached, your original support will be returned to you and your payment will be significantly delayed.

It is not acceptable to alter a previous invoice or submit a generic invoice. You must submit the bar-coded invoice we send to you with the appropriate supporting documents. The Vendor Invoice will be sent to you before the last day of each month. **You must wait to receive the invoice before submitting your billing.**

If you do not receive your Vendor Invoice by the 1<sup>st</sup> day of the following month, you should contact your Fiscal Assistant. Any deviations from this procedure will result in the return of your paperwork and a delay in your payment.

The Vendor Invoice must be filled in completely and accurately so the total on the Vendor Invoice reflects the totals on your payment support. Each Vendor Invoice must be signed and placed in numerical order and attached on top of the support. The month and dates on your support **must** reflect the same month of Vendor Invoice. You may not create your own invoice; one will be sent to you. For Example: If April 2010 is billed, an April, 2010 Vendor Invoice must be submitted with your support.

### VENDOR INVOICE

Return to:  
**ALTA CALIFORNIA REGIONAL CENTER**  
 2135 BUTANO DRIVE  
 SACRAMENTO, CA 95825  
 (916) 978-6400

VENDOR NO. \_\_\_\_\_

BILLING DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

INVOICE NUMBER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

SERVICE CODE: \_\_\_\_\_

LINE NO.	CLIENT I.D.	BILLED SERVICES	SUBCODE	GROSS BILLING		TOTAL	N/A	N/A	NET BILLING
				UNITS	COST/UNIT				
AUTH NO.	AUTHORIZED FROM - TO	FROM - THRU							
00001									
00002									
00003									
00004									
00005									
00006									
00007									

**MAKE COPIES FOR YOUR RECORDS**

**TOTALS**



I certify that the consumer(s) listed above were provided the services as authorized for the stated periods, and that no additional charges were made to other parties. These claims are submitted under penalty of perjury in accordance with the terms and conditions listed below.

Signature: \_\_\_\_\_