

# Core Prevention Invoicing Protocol

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## Reporting Expenses

- All expenses should be charged to the correct budget line item.
- If an expense from a previous month was missed, please include it in your **most current invoice**.

For example, in September you missed a charge under travel/trainings and it is now November. Include that charge on the **November** invoice under the travel/trainings line item, rather than submitting November's invoice with that charge plugged into the September column.

Because your prior invoices have already been approved, it is “historical” data and cannot be changed. Including it in a past invoice may also cause the charge to go unpaid because I am looking at the current monthly expenses.

- Please ensure that charges, on any line item, do not exceed the budgeted amount for that line item. If a line item is over 100% expended, you have two options:
  - Submit a key change form reallocating funds with proper justification; or
  - Reduce that charge until the total does not exceed the budgeted amount.

## Spot Audits

- Spot audits will occasionally be performed throughout the duration of the contract. At random, I will select a month and request supporting documentation for some or all of your reported expenses. Please maintain all receipts and other such documentation in order to fulfill these requests.

## Questions

- If you have any questions, please direct them to:

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