



## INVOICE CHECKLIST

Your purchase order, contract/interlocal agreement, and scope of work contain detailed information on invoicing requirements. Please review the pertinent sections in those documents for invoicing requirements specific to your project.

Please ensure the following information is included on your invoice:

- ✓ Date
- ✓ Invoice Number
- ✓ Bill to:
  - Clark County, Desert Conservation Program
  - 4701 W Russell Road, Suite 200
  - Las Vegas, NV 89118
- ✓ Agency/Company Name and Remittance Address
- ✓ Project Number (i.e. #2020-USFS-2025A – issued by the DCP)
- ✓ Project Title (as listed in your contract/interlocal agreement or scope of work)
- ✓ Purchase Order Number (i.e., 48000... – issued by Clark County Purchasing)
- ✓ Contract Number, if Applicable (e.g., CBE #604040-05 – issued by Clark County Purchasing)
- ✓ Invoice Period (e.g., January 1, 2025 – March 31, 2025)
- ✓ Funding Source (Section 10 or SNPLMA)
- ✓ Itemized Detail of Items for Payment (e.g., milestone/deliverable number, title, and fixed fee amount)
- ✓ Total Amount Requested for Payment
- ✓ Name and Contact Information of Representative Who Can Answer Questions Regarding the Invoice

Please ensure the following information is submitted with your invoice:

- ✓ Budget Summary Comparison Sheet
- ✓ For time and materials agreements, please include backup documentation (original receipts for supplies/equipment, travel receipts, etc.) and personnel cost breakdown (position, rate, dates worked, time worked)
  - \*Please submit original receipts, if receipts are smaller than 8.5 X 11 please tape them to an 8.5 X 11 sheet of paper*

**Note:** Deliverables must be approved by Clark County in writing prior to submitting an invoice. Invoice date must reflect the date an invoice is submitted to [dcp@clarkcountynv.gov](mailto:dcp@clarkcountynv.gov). No exceptions will be made.

Any changes to your “remit payment to” address or ACH information must be updated through PaymentWorks before invoice submittal. If needed, please contact our office at [dcp@clarkcountynv.gov](mailto:dcp@clarkcountynv.gov) for instructions on how to set up your account.