

**Process for CEEP subcontractor reimbursement for CEEP activity:**

- The WSU Energy Program prime contract with the Department of Commerce is a performance based contract. The WSU Energy Program invoices the Department of Commerce quarterly after successful submission of quarterly reports of Community Energy Efficiency Program (CEEP) activity.
- The WSU Energy Program subcontracts with CEEP partners. CEEP partners are awarded a cost reimbursable subcontract for CEEP activity performed.
- Per Department of Commerce agreement 14-92301-001, the WSU Energy Program receives invoices from CEEP subcontractors monthly for allowable costs incurred for delivery of CEEP program activity. Invoices are submitted using a standard invoice form provided by the WSU Energy Program along with back up documentation of CEEP costs incurred by the CEEP subcontractor.
  - An electronic copy of back up documentation to support program costs is received by the WSU Energy Program along with a copy of the WSU Energy Program invoice form intended for submittal.
  - All documents are reviewed and approved according to the Office of Financial Management - State Administrative & Accounting Manual (SAAM) within 3 business days for submittal to WSU fiscal office. In the event that discrepancies are found in the back up documentation, requests for additional documentation or adjustments are made to the CEEP subcontractor.
  - A hard copy of the invoice voucher with signature is received by the WSU Energy Program and submitted to the WSU Fiscal Office for payment.
  - CEEP reimbursement payments are released by the WSU Fiscal Office and mailed directly to the CEEP subcontractor. This process can take up to 30 days but often checks are disbursed in less than two weeks.
  - The WSU Fiscal Office makes every attempt to respond to requests for prompt payment if CEEP subcontractor communicates a need for quick processing and disbursement of funds.

**Impacts on CEEP invoice approval timeline:**

- All back-up documentation is received and aligns with pre-approved budget by object of expenditure.
- All cost reimbursement requests are allowable and approved in accordance with CEEP subcontract, statement of work and SAAM.
- All items submitted for reimbursement are properly reviewed and accounted for. All invoices must total accurately in the CEEP subcontractors' expense ledger.