

# Colorado Department of Public Health and Environment (CDPHE)



## How to Use the Reimbursement Invoice Form

The CDPHE Expenditure Invoice Form is created in Microsoft Excel as a workbook. Ensure that you are using the latest version of the workbook by downloading the document each time it is needed. The version is listed in the footer.

The workbook contains 2 sheets, the Reimbursement Invoice sheet and the Expenditure Details sheet.

**CDPHE Reimbursement Invoice Form.xlsx - Microsoft Excel**

Home Insert Page Layout Formulas Data Review View Add-Ins Acrobat

Themes Colors Fonts Effects Margins Orientation Size Print Area Breaks Background Print Titles Width: Automatic Height: Automatic Scale: 59% Gridlines Headings View View Print Print Selection Pane Rotate Bring to Front Send to Back Group Arrange

Contractor/

Your CDPHE program will provide instruction on completing and submitting this form. Information entered into this form will auto-populate the Reimbursement Invoice Form.

**Colorado Department of Public Health and Environment  
EXPENDITURE DETAIL - REIMBURSEMENT INVOICE FORM**

**URL ADDRESS**

Contractor/ Vendor Invoice #	Contractor Name
FEIN	Invoice Period
PO/ Encumbrance #	Final Invoice

Colorado Dept of Public Health and Environment

To: Environment	From: 0
Program:	Contact:
Attn:	Address:
Mail Code:	City:
Address: 4300 Cherry Creek Drive South	State:
City: Denver	Zip Code:
State: CO	Fax:
Zip Code: 80246	Telephone:
Fax:	Email:
Telephone:	

Expenditure Categories	Match or In-kind (if applicable)	Total Amount Requested from CDPHE
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Expenditure Details Reimbursement Invoice



Some information has already been entered for you, such as CDPHE's name and address. The data in these cells cannot be changed.

CDPHE Reimbursement Invoice Form.xlsx - Microsoft Excel

Home Insert Page Layout Formulas Data Review View Add-Ins Acrobat

Clipboard Font Alignment Number Styles Cells Editing

B94

Your CDPHE program will provide instruction on completing and submitting this form. Information entered into this form will auto-populate the Reimbursement Invoice Form.

1

2  **Colorado Department of Public Health and Environment**  
**EXPENDITURE DETAIL - REIMBURSEMENT INVOICE FORM**

3 **URL ADDRESS**

4 Colorado Department of Public Health and Environment

5

6

7 <b>Contractor/ Vendor Invoice #</b>		<b>Contractor Name</b>	
8 <b>FEIN</b>		<b>Invoice Period</b>	
9 <b>PO/ Encumbrance #</b>		<b>Final Invoice</b>	

10

11

12 Colorado Dept of Public Health and Environment

13 **To:** Environment

14 **Program:**

15 **Attn:**

16 **Mail Code:**

17 **Address:** 4300 Cherry Creek Drive South

18 **City:** Denver

19 **State:** CO

20 **Zip Code:** 80246

21 **Fax:**

22 **Telephone:**

23

24 **From:** 0

25 **Contact:**

26 **Address:**

27 **City:**

28 **State:**

29 **Zip Code:**

30 **Fax:**

31 **Telephone:**

32 **Email:**

Expenditure Categories	Match or In-kind (if applicable)	Total Amount Requested from CDPHE
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Expenditure Details Reimbursement Invoice

Ready

start | D:\FRMS\J Dr... | Inbox - Micro... | RE: Laptop fo... | How to Use t... | Microsoft Exc... | Search Desktop | 100% | 8:16 AM

Cells containing a red triangle in the corner display instructions when the cursor is held over the cell.

The screenshot displays the Microsoft Excel interface for the 'CDPHE Reimbursement Invoice Form.xlsx'. The ribbon includes Home, Insert, Page Layout, Formulas, Data, Review, View, Add-Ins, and Acrobat. The spreadsheet content is as follows:

- Row 1:** Instructional text: "Your CDPHE program will provide instruction on completing and submitting this form. Information entered into this form will auto-populate the Reimbursement Invoice Form."
- Row 2:** Colorado Department of Public Health and Environment logo and title: "EXPENDITURE DETAIL - REIMBURSEMENT INVOICE FORM".
- Row 3:** "URL ADDRESS" label.
- Row 4:** "Colorado Department of Public Health and Environment" text.
- Row 7:** "Contractor/Vendor Invoice #" field with a tooltip: "Enter a unique number in this box. The number must be 12 characters or less. It can include numbers, symbols and letters."
- Row 8:** "FEIN" field.
- Row 9:** "PO/Encumbrance #" field and "Final Invoice" field.
- Row 12-21:** Contact information for Colorado Dept of Public Health and Environment, including To, Program, Attn, Mail Code, Address, City, State, Zip Code, Fax, Telephone, From, Contact, Address, City, State, Zip Code, Fax, Telephone, and Email.
- Row 24:** Summary columns: "Expenditure Categories", "Match or In-kind (if applicable)", and "Total Amount Requested from CDPHE".

The status bar at the bottom shows "Cell C7 commented by Deborah J. Polk" and the taskbar includes the Start button, file explorer, email, and other applications, with the time 8:18 AM.

Once you have completed the Expenditure Details sheet, the Reimbursement Invoice sheet will have auto-populated and is ready to be printed. To complete the Reimbursement Invoice sheet, review the data that auto-populated to ensure all appropriate cells contains data. Print the sheet and read the attestation statement at the bottom of the sheet. Sign and date the attestation.

The screenshot displays the 'CDPHE Reimbursement Invoice Form.xlsx' in Microsoft Excel. The spreadsheet is organized into columns A through N and rows 31 through 49. Key data points include:

- Row 31: SUB-TOTAL BEFORE INDIRECT = \$0.00
- Row 32: Indirect = 0.00
- Row 33: TOTAL THIS INVOICE = \$0.00

There are three signature blocks, each with a title, a text area for a statement, and fields for 'Signature & Title' and 'Date':

- To be Signed by Contractor/Vendor:** Includes a statement affirming compliance with budget provisions.
- To be Signed by CDPHE Program Director or Delegate:** Includes a statement affirming review of contractor's invoice and supporting documentation.
- To be Signed by CDPHE Fiscal Officer or Delegate:** Includes a statement certifying compliance with funding source requirements.

A 'Contract Billing Summary' table is located on the right side of the sheet:

Contract Billing Summary	
Budget Amount	\$0.00
Cumulative Amount Previously Invoiced	\$0.00
Amount this Invoice	\$0.00
Total Invoiced to Date	\$0.00
Net Amount Remaining	

A yellow callout bubble points to the signature blocks with the following text: "Prior to submitting this sheet and the Expenditure Details sheet to CDPHE for reimbursement, sign and date this attestation."

Your CDPHE program representative will instruct you on how to submit both the Expenditure Details and Reimbursement Invoice sheets. Contact your CDPHE program representative for instruction and technical assistance to complete these sheets.