



**COLORADO**  
Department of Public  
Health & Environment

# Standardized Invoice Form Fact Sheet

Colorado Department of Public Health and Environment, in collaboration with several local public health agencies, developed a standardized invoice form. The form became effective July 2012 and is required for use by subrecipient contracting entities when requesting reimbursement for expenditures incurred through contracts and purchase orders. Contractors that are not subrecipients are not required to use the standardized invoice form although it is encouraged.

The CDPHE Standard Reimbursement Invoice Form is a Microsoft Excel workbook containing two worksheets. The contractor enters information into the Expenditure Details worksheet providing detailed information about expenditures requested for reimbursement. The second worksheet is the Reimbursement Invoice and is **auto-populated** by data entered into the first worksheet (Expenditure Details). By linking the two worksheets, the amount of time and effort needed to complete the invoice form as well as the likelihood of errors are reduced.

The standardized invoice form, instructions on how to use the form, and additional information are accessible at: <https://www.colorado.gov/pacific/cdphe/standardized-invoice-form-and-links>. An additional reimbursement invoice form is available at the web site and contains detailed information on how to complete the form. Use of all other CDPHE invoice forms that have been customized and are to be used by subrecipients, must be pre-approved and made available at the web site under Customized Invoice Forms.

For additional information, assistance or customized invoice approval, contact Pam Marroney, Unit Manager, Contract Performance Monitoring Unit at 303-692-2136 or [pam.marroney@state.co.us](mailto:pam.marroney@state.co.us)