



# LPS (LOANSHERE) - INVOICE SUBMISSION CHECKLIST

COMPANY INFORMATION			
Company Name:		Today's Date:	
Mailing Address:		Payee's Tax ID:	

**ALL DOCUMENTS MUST BE PROVIDED IN ONE SINGLE ATTACHMENT**

CHECKLIST	
<b>VDP: Vendor Direct Pay</b>	<p><u>CLIENT REQUIREMENTS:</u> Please Indicate if this expense should be directly paid to the vendor.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> W9 Attached</li> <li><input type="checkbox"/> Prior approval for VDP received from Asset Manager</li> <li><input type="checkbox"/> Single invoice must exceed \$1,500</li> </ul>
<b>Submit in LPS (Loan Sphere)</b>	<p><u>CLIENT REQUIREMENTS:</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Service Dates To and From Match LPS and documents</li> <li><input type="checkbox"/> Select the Appropriate Subcategory (Type of Expense)</li> <li><input type="checkbox"/> Amounts Match</li> <li><input type="checkbox"/> Break down each expense into separate line items for multiple services provided or multiple invoices. <i>Example: One invoice for Initial lawn and rekey needs to be separated into two line items.</i></li> <li><input type="checkbox"/> Put <b>NOTES</b> in Note Section with any additional information needed.</li> <li><input type="checkbox"/> <i>Cannot submit two bills of the same TYPE in the same bill. Example: Cannot submit two gas bills in ONE invoice</i></li> </ul>
<b>Invoice or Bill</b>	<p><u>CLIENT REQUIREMENTS:</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Invoice or Bill #</li> <li><input type="checkbox"/> Shows Service Dates</li> <li><input type="checkbox"/> Shows Vendor Company Name</li> <li><input type="checkbox"/> Provides Expense description</li> <li><input type="checkbox"/> Bill or Invoice Amount - <i>All invoice submissions MUST be within 25 days of the final service date, with the exception of closing deadlines.</i></li> </ul>
<b>Proof of Payment (Cash or Money orders not accepted)</b>	<p><u>ACCEPTABLE FORM OF PAYMENT:</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Copy of Check - Must list property address</li> <li><input type="checkbox"/> Cashier Check - Must list property address</li> <li><input type="checkbox"/> Online Payment Confirmation</li> <li><input type="checkbox"/> Credit Card Payment showing transaction</li> <li><input type="checkbox"/> Proof of payment MUST MATCH the amount on the invoice or the reimbursement may be rejected.</li> </ul>
<b>Email Approval</b>	<p><u>CLIENT REQUIREMENTS:</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> If the expense exceeds allowable Amount, attach email approval. <i>Past due bills require prior approval from Asset Manager.</i></li> </ul>