USED's Guidance on the
Third-Party Contractor's Invoice

The invoice must include:

1. The total reservation amount before any reimbursements was made.

2. A description of the services provided.
   - There must be a separate line item for expenditures by categories:
     - instructional activities,
     - professional development activities,
     - parental involvement activities,
     - and administrative costs.

     - Within each category, the contractor must provide detail sufficient to enable the LEA to determine that the requested invoices are in accordance with Title I requirements and the GEPA. (Information could include the name and salary of each teacher, the instructional materials purchased, and the specific administrative costs, such as supervisor's salary, office expenses, travel costs, capital expense type costs, and fees.)
     - When reimbursing a teacher's salary the invoice should include the number of children served, and the frequency and duration of service covered by current invoice.
     - Invoices that are for more than one type of service - for example, for services for private school children as well as parental involvement activities for their parents - must break out the third party costs for instruction and family involvement. LEAs have the authority under the GEPA to require documentation to support requested expenditures.
     - Administrative costs should be explained in detail. (Administrative costs must come "off-the-top" of the LEA's allocation and may not be reimbursed from the private school's allocation for instruction, professional development, or parent involvement.)

3. The amount of those services to be reimbursed.

4. The time period the services were provided.

5. Evidence of the services provided. List the service/activity and attach documentation.