Cost Reimbursable with an Educational Institution (CREI) with Subcontract Work Orders (SWOs)

Invoicing Instructions

Dear Educational Institution:

In order for JPL to manage and process your organization’s invoice in a timely manner, you must submit the SUMMARY INVOICE and ACTIVE SWO INVOICES that meet the requirements outlined below.

Submit one invoice per email with any required backup documents in PDF format to: subcontract.invoices@jpl.nasa.gov

### SUMMARY INVOICE (SEE SAMPLE INVOICE #1)

- **1.** Invoice date
- **2.** JPL subcontract number
- **3.** Total subcontract value
- **4.** Tax Identification Number (TIN)
- **5.** Invoice number
- **6.** Billing period for current charges
- **7.** Remittance address
- **8.** Cost elements (except indirect rate) as separate current and cumulative line items. Examples include, but are not necessarily limited to:
  - Salaries & wages
  - Fringe benefits
  - Materials/supplies
  - Travel
  - Equipment
  - Tuition & stipends
  - Other direct costs
- **9.** Cost element subtotal (except indirect rate)
- **10.** Indirect rate and current and cumulative indirect costs
- **11.** Total amount due
- **12.** Certification wording, authorized signature, printed name, email, and phone number

> “I hereby certify that the above invoice is correct and just, that payment therefore has not been received, and that the invoice is presented with the knowledge that the amount paid hereunder will become the basis of a claim against the United States Government.”

<table>
<thead>
<tr>
<th>Authorized Signature</th>
<th>Name (Please Print)</th>
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<tr>
<th>13.</th>
<th>Numbered pages</th>
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Email: invoice@jpl.nasa.gov
Phone: (818) 354-7768

CREI_SWOs_v1_012020.docx
### SWO BREAKDOWN (SEE SAMPLE INVOICES #2 AND #3)

- **1.** Invoice date
- **2.** JPL subcontract number
- **3.** JPL SWO number
- **4.** SWO Value
- **5.** Tax Identification Number (TIN)
- **6.** Invoice number
- **7.** Billing period for current charges
- **8.** Cost elements (except indirect rate) as separate current and cumulative line items. Examples include, but are not necessarily limited to:
  - Salaries & wages
  - Fringe benefits
  - Materials/supplies
  - Travel
  - Equipment
  - Tuition & stipends
  - Other direct costs
- **9.** Cost element subtotal (except indirect rate)
- **10.** Indirect rate and current and cumulative costs
- **11.** Total amount due
- **12.** If more than one JPL project/task number, amount due by JPL Project/Task Number
- **13.** Certification wording, authorized signature, printed name, email, and phone number

> "I hereby certify that the above invoice is correct and just, that payment therefore has not been received, and that the invoice is presented with the knowledge that the amount paid hereunder will become the basis of a claim against the United States Government."

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</table>

- **14.** Numbered pages
Notes

A. These instructions, which are made part of your subcontract by reference, are intended to provide guidance regarding submitting invoices to JPL so that we can process them for payment as quickly as possible. Regardless of these instructions, all JPL subcontractors remain solely responsible for compliance with the terms and conditions of their subcontracts and all applicable laws. To the extent of any inconsistency between these instructions and the corresponding subcontract, please refer to the Order of Precedence General Provision.

B. The attached sample invoices are intended as an aid rather than as a restriction to a specific billing form. JPL will accept any format provided it contains the information required by your subcontract, including these instructions. Invoices must be prepared on commercial invoices (e.g. company’s letterhead). We cannot accept invoices prepared on a Public Voucher SR # 1034 form.

C. Your organization must have an adequate billing system to comply with the terms and conditions of your subcontract and all applicable laws, which should include the ability to capture the actual costs at the authorized project/task level. Your organization is responsible for tracking costs and ensuring costs do not exceed the authorized allotted amount.

D. Your final invoice must be marked “Final”.

E. We take the following steps in an attempt to pay every invoice that complies with these instructions within 30 days of receipt at JPL Invoice Management Services (IMS):
   1. Once we receive your invoice, we review each invoice for the above requirements.
   2. If the invoice does not meet any of the requirements, we will contact you ASAP and may request a correction and/or resubmission.
   3. Following receipt of any needed correction and/or resubmission, we will process your invoice for payment.

F. For faster payment, IMS recommends signing up for Direct Deposit. Please visit our website and download the Direct Deposit Authorization form.
SAMPLE INVOICE #1 – CREI WITH SWOS
SUMMARY INVOICE

The attached sample invoices are intended as an aid rather than as a restriction to a specific billing form. JPL will accept any format provided it contains the information required by the subcontract, including these instructions.

1. Invoice Date: 7/1/2020
2. JPL Subcontract number: 1234567
3. Total subcontract value: $135,000.00
4. TIN: 12-3456789
5. Invoice Number: 100-0

8. Cost Elements | Current Cost | Cumulative Cost
--- | --- | ---
Salaries & wages | $7,000.00 | $18,000.00
Fringe benefits | $10,000.00 | $30,000.00
Materials/supplies | $1,750.00 | $4,500.00
Travel | $2,500.00 | $7,500.00
Equipment | $5,950.00 | $16,800.00
Tuition & stipends | $1,250.00 | $3,000.00
Other direct costs | $1,750.00 | $2,700.00

9. Subtotal | $30,200.00 | $82,500.00
10. Indirect rate (10%) | $2,895.00 | $7,950.00
11. TOTAL AMOUNT DUE | $33,095.00 | $90,450.00

12. “I hereby certify that the above invoice is correct and just, that payment therefore has not been received, and that the invoice is presented with the knowledge that the amount paid hereunder will become the basis of a claim against the United States Government.”

Authorized Signature

Name (Please Print)

Email

Phone Number/Extension

Email: invoice@jpl.nasa.gov
Phone: (818) 354-7768
CREI_SWOs_v1_012020.docx
SAMPLE INVOICE #2 – CREI WITH SWOS
SWO Breakdown

The attached sample invoices are intended as an aid rather than as a restriction to a specific billing form. JPL will accept any format provided it contains the information required by the subcontract, including these instructions.

1. Invoice Date: 7/1/2020
2. JPL Subcontract number: 1234567
3. JPL SWO Number: 001
4. SWO value: $ 77,500.00
5. TIN: 12-3456789
6. Invoice Number: 100-0

<table>
<thead>
<tr>
<th>8. Cost Elements</th>
<th>Current Cost</th>
<th>Cumulative Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries &amp; wages</td>
<td>$2,000.00</td>
<td>$8,000.00</td>
</tr>
<tr>
<td>Fringe benefits</td>
<td>$5,000.00</td>
<td>$20,000.00</td>
</tr>
<tr>
<td>Materials/supplies</td>
<td>$500.00</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>Travel</td>
<td>$1,250.00</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>Equipment</td>
<td>$2,450.00</td>
<td>$9,800.00</td>
</tr>
<tr>
<td>Tuition &amp; stipends</td>
<td>$250.00</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Other direct costs</td>
<td>$175.00</td>
<td>$700.00</td>
</tr>
</tbody>
</table>

9. Subtotal            $11,625.00 $46,500.00

10. Indirect rate (10%) $1,137.50 $4,550.00

11. TOTAL AMOUNT DUE $12,762.50 $51,050.00

12. Amount due by JPL project/task number

| 123456/1.0 | $12,762.50 | $51,050.00 |
| 123456/2.0 | -          | -          |

13. “I hereby certify that the above invoice is correct and just, that payment therefore has not been received, and that the invoice is presented with the knowledge that the amount paid hereunder will become the basis of a claim against the United States Government.”

_________________________  ____________________________
Authorized Signature       Name (Please Print)

_________________________  ____________________________
Email                      Phone Number/Extension
SAMPLE INVOICE #3 – CREI WITH SWOS

SWO Breakdown

The attached sample invoices are intended as an aid rather than as a restriction to a specific billing form. JPL will accept any format provided it contains the information required by the subcontract, including these instructions.

1. Invoice Date: 7/1/2020
2. JPL Subcontract number: 1234567
3. JPL SWO Number: 002
4. SWO Value: $56,500.00
5. TIN: 12-3456789
6. Invoice Number: 100-0

<table>
<thead>
<tr>
<th>8. Cost Elements</th>
<th>Current Cost</th>
<th>Cumulative Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries &amp; wages</td>
<td>$5,000.00</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>Fringe benefits</td>
<td>$5,000.00</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>Materials/supplies</td>
<td>$1,250.00</td>
<td>$2,500.00</td>
</tr>
<tr>
<td>Travel</td>
<td>$1,250.00</td>
<td>$2,500.00</td>
</tr>
<tr>
<td>Equipment</td>
<td>$3,500.00</td>
<td>$7,000.00</td>
</tr>
<tr>
<td>Tuition &amp; stipends</td>
<td>$1,000.00</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>Other direct costs</td>
<td>$1,000.00</td>
<td>$2,000.00</td>
</tr>
</tbody>
</table>

9. Subtotal             | $18,000.00   | $36,000.00      |

10. Indirect rate (10%) | $1,700.00    | $3,400.00       |

11. TOTAL AMOUNT DUE    | $19,700.00   | $39,400.00      |

12. Amount due by JPL project/task number

<table>
<thead>
<tr>
<th>Project Number</th>
<th>Current Cost</th>
<th>Cumulative Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>654321/1.0</td>
<td>$10,000.00</td>
<td>$25,000.00</td>
</tr>
<tr>
<td>654322/2.0</td>
<td>$5,000.00</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>654323/3.0</td>
<td>$4,700.00</td>
<td>$9,400.00</td>
</tr>
</tbody>
</table>

13. "I hereby certify that the above invoice is correct and just, that payment therefore has not been received, and that the invoice is presented with the knowledge that the amount paid hereunder will become the basis of a claim against the United States Government."

_________________________________   ____________________________
Authorized Signature                  Name (Please Print)

__________________________________   ____________________________
Email                                  Phone Number/Extension