

CCRI BUSINESS OFFICE – PURCHASING & ACCOUNTS PAYABLE

Interpretation Service Billing

The volume of Interpretation Service activity has increased substantially over the last two years. In order to ensure that CCRI pays our vendors in a manner that is consistent and can be sustained under audit scrutiny, we respectfully request your cooperation with the following:

Effective July 1, 2011, the Business Office requests that the attached Excel file, formatted for invoicing, be used by all interpreters issued an Fiscal Year 2012 Purchase Order under the State Master Price Agreement # 358. Link:
<http://www.purchasing.ri.gov/RIVIP/MPAAwards.asp?MPANumber=358&MPADesc=Interpreter++Sign+Language+&+CART+Services>

For your convenience, we have made the Excel file available on our Accounts Payable web site at: <http://www.ccri.edu/businessaffairs/businessoffice/acctspayable/index.html>

The preferred Excel invoice can be used to quickly calculate and print an invoice for submission. It is required that you submit an invoice to the Account Payable Office on a **monthly basis**. Please note that you may also submit your invoice via email attachment to the following address in order to expedite processing: ssokoll@ccri.edu

We hope later in this fiscal year to be able to offer the opportunity for some of our vendors to opt for electronic bank deposit payments. When a pilot program begins, our A/P office will let you know in case this is of interest to you.

We have also attached for your convenience a copy of the 2011 – 2012 check cycle with important dates. This can also be found on our web site at:
<http://www.ccri.edu/businessaffairs/businessoffice/acctspayable/index.html>