MEMORANDUM

From: Sponsored Projects Finance To: Departmental Administrators

Subject: Bill Type 06 & Departmental Billing Responsibilities

Sponsors must be invoiced or "billed" on a timely basis.

Sponsored Projects Finance (SPF) is responsible for the invoicing of the vast majority of sponsored projects. However, departments are responsible for invoicing those projects whose "Bill Type" is "06 – Department." The Bill Type attribute can be found in the Sponsored Projects section of the Project Information Report (PIN).

The "06 – Department" Bill Type is typically selected by Sponsored Projects Administration (SPA) for capitation projects or when the sponsor requires that invoices contain information not available in ARC, such as patient enrollment data, progress on scientific milestones, fees for services, or other detail.

For "06 – Department" Bill Type projects, the department should:

- 1. Prepare the invoice per funding agency requirements, and include:
 - a. The lockbox remittance address:
 - i. The Trustees of Columbia University
 - ii. Sponsored Projects Finance (SPF)
 - iii. PO Box 29789
 - iv. General Post Office
 - v. New York, NY 10087-9789
 - b. An invoice number in this format: DPXXXX01 or DGXXXXX01
 - i. DP = Dept. Private (PG...), or DG = Dept. Gov (GG...)
 - ii. XXXX = Last 4 digits of project number
 - 1. PG003725 -> 3725
 - 2. Where there are 5 non-zero numbers, include 5: PG019845 -> 19845
 - iii. 01 = Sequential numbers
 - 1. Next invoice would be "02"
 - 2. For example, the third department prepared invoice for PG003725 would be: "DP372503"
 - c. When the invoice template permits, include the language "Please include invoice # DPXXXX01 on the payment."
- 2. Submit the original invoice and backup documentation, such as the project reconciliation and a detailed breakdown of patient charges, to your SPF Project Manager for review and signature at least 5 days before the invoice must be sent to the sponsor.
- 3. SPF will:
 - a. review, and if appropriate, approve and sign the invoice
 - b. record a corresponding receivable in ARC
 - c. mail the invoice to the sponsor alternate mailing arrangements may be made
 - d. return a copy to the department

If you receive a payment directly, please forward it immediately to the lockbox remittance address above.