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Date:

To: [Vendor]

From: [Contract Monitor]

RE: Invoice Submission Process

All invoices must be submitted to the Department of Human Services, Child Support Administration using the [DHS Invoice Submission Form](https://app.smartsheet.com/b/form/87fc1d70816f4a6a8499064a3ee2611d). The use of this submission portal is a requirement of the Department. Invoices received by any other means will be rejected back to the vendor for proper submission.

If you have any questions, please contact [contract monitor name and contact information]