2025 Elevate Hennepin Advisor Invoice Instructions

Invoices may be submitted on a monthly or quarterly basis, within two weeks of the end of the service period. Note that you are responsible for tracking billable hours and ensuring that your billable hours do not exceed the annual not-to-exceed (NTE) amount or mid-year threshold.

1. Include two separate files when invoicing:

    a. Invoice (PDF) on your organization's own form or letterhead with your organization's legal name, address (the same address as your W9), and the following*:

    - Unique invoice number
    - Invoice date
    - Contract number (PR0000xxxx)
    - Period of service dates
    - Quarterly admin fee as a line item (if applicable)
    - Hourly rate x total number of billable hours, total amount due

    *Note: You do not need to include a purchase order (PO) number. Our finance team will generate POs as invoices are approved. You will receive auto-generated notices of POs, indicating that payment of your invoice is in process.

    b. Business Client Report (Excel spreadsheet) that provides backup to your invoice, and documents the clients you served, billable hours, and relevant outcomes. You can download the Business Client Report spreadsheet and other items on the Advisor Online Toolkit page.

2. Email invoices and Business Client Report to Ixchel.Mckinnie@hennepin.us and cc: Lily.Shaw@hennepin.us.

If you are interested in receiving payments via ACH rather than a mailed check, or if you have any updates to your mailing address, please reach out to Simran.Aryal@hennepin.us.

If you have any questions regarding the invoicing process, please reach out to Ixchel.Mckinnie@hennepin.us.

Thank you!
The Elevate Hennepin Team