

IBA Home Energy Conservation Program Auditor Invoicing Procedures

In order to more efficiently process auditor invoices, all invoices MUST contain:

- Your company name
- Your company address
- Your company phone number
- Date of invoice
- Client ID Number
- Client Name
- Client County
- Type of Audit: Deferral, Initial, Interim, Final or Call Back*
 - * Auditor must identify which contractor to back charge on a Call Back Audit
- Amount of Audit
- Amount of smoke detector(s)/batteries identified directly on the invoice with the client who received the item(s). You may purchase these in bulk, however, they cannot be reimbursed until they are installed in a home. Please include on the initial audit invoice. If you have already submitted initial audits, please include on the next audit invoice to be processed. You only have to submit a bulk purchasing receipt one time. If you previously submitted these in bulk only, those are being denied and should be resubmitted on the next client invoice.
- Time Spent on Job:

Submitting invoices:

- Upload invoice in .pdf format to IBAEnergy.org website. If you do not have the ability to upload your invoice in pdf format you will need to fax your invoice to (317) 245-2142, attention Kim, one client at a time.
- Send an email to kim@buildindiana.org with client number and client name of each invoice that you uploaded. (Only necessary if invoice is not submitted at the time all other documentation is uploaded.)

Reminders:

- Please do not delay jobs by waiting to submit invoices with the other required documentation.
- IBA does not pay for smoke detectors installed in deferrals.
- IBA does not pay for carbon monoxide detectors installed in any homes.
- Invoices cannot be processed without proper job documentation submission prior to or at the time of invoice submission (i.e. testing forms, dwelling information, work order, etc.)
- There is no set schedule for invoice processing. It is recommended that you invoice quickly following the job as it will be processed when received in the next batch.
- IBA has 45 days to pay, however, every effort will be made to pay prior to that time. Please do not call to ask about the status of invoices as this only creates more delays for everyone. If you find invoices outstanding that are older than 45 days, please forward an e-mail to Kim@BuildIndiana.org and she will research.
- Please make every attempt to find out if utility service to the primary heat source is turned on. If you find out that it is not, then please defer/decline the home. This is not a paid deferral.
- Do not resubmit invoices that have additions or credits. Please submit a NEW invoice that only includes NEW charges or credits.