

# PG&E ADR Program: Invoice Requirements

The invoice at a minimum should include the following:

- Label clearly stating the document is an invoice
- Date of submittal
- Vendor contact name, job title, contact information and address
- Project Address (245 Market Street, San Francisco, CA 94105)
- Reference to PO number, with contract number below (IF AVAILABLE)
- Invoice #
- Page # of #
- Contract Summary - Contract value (Not to Exceed amount,) invoiced charges to date, plus contract or P.O. balance
- Labor cost detail - Itemized invoice consistent with the scope of contract and payment terms. Include total hours billed and billing rate.
- In-house labor - Include hourly or per unit rate (whichever applicable) consistent with the contract plus corresponding quantities and current charges, with dates and description of work performed
- Non In-house labor - Hours for each classification of work (management, programming, etc)
- Parts and Materials - Itemized invoice consistent with the scope of contract and payment terms.
- Any line item that is over \$5,000 needs to be itemized on the invoice
- Unit amount of OpenADR 2.0 certified VEN purchased or VEN sale price as applicable
- Sub-Contractor invoices (if applicable)

Parts and Labor not covered by PGE:

- Leasing equipment
- PG&E metering charges: new meter, new meter equipment, KYX pulses, isolation relay and any on-going tariff charges
- Service contracts
- Recurring costs (ex. DSL lines)