



The Commonwealth of Massachusetts

*Division of Marine Fisheries
Clean Vessel Act Pumpout Program
838 South Rodney French Blvd.
New Bedford, MA 02744
(508) 910-6305*

Billing Instructions for CVA Subgrantees

The CVA program reimburses 75% of every invoice submitted for labor and materials, which went toward the pumpout program. This continues until you have reached the maximum amount we can pay you under the contract in force.

To be reimbursed, an invoice must

1. Be dated within the contract period and submitted in a timely manner. No invoices will be paid if received after August 10th for the preceding fiscal year, which ended June 30th.
2. Be signed and marked "Paid".
3. Be clearly related to the pumpout program.
4. Be accompanied by a running total of boats and gallons pumped so far during the current boating season – keep a log, as required by the contract, although you do not have to send it to us. Be prepared to give us an overall total for the season after you have shut down for the winter.

Any invoice not meeting these criteria will be returned unpaid. There are several standard forms, which you must use. They are:

1. An **Invoice Checklist** which you will use as a cover letter when you invoice us.
2. A **Daily Narrative Report**, which lists hours, you are submitting for payroll reimbursement. Read the instructions on the form.
3. An **Affidavit**, which must accompany the Daily Narrative Report each time it is submitted.

Remember, each time you invoice us, use the Invoice Checklist as a cover letter...It is a good way to make sure that above requirements are met on each one. The bottom of the form has a space for the pumpout data.