

INSTRUCTIONS FOR AOS APPROVAL OF IPA/CLIENT INVOICES

Beginning Monday, June 1, 2009, **ALL INVOICES** for services provided by **IPA Firms** under contracts administered by the **AUDITOR OF STATE MUST BE SUBMITTED ELECTRONICALLY FOR AOS APPROVAL** to the appropriate AOS Region as follows:

1. IPA firms must submit invoices as a **.PDF attachment** to the appropriate AOS Region e-mail address as follows:

AthensIPAInvoice@auditor.state.oh.us
CantonIPAInvoice@auditor.state.oh.us
CincinnatiIPAInvoice@auditor.state.oh.us
ClevelandIPAInvoice@auditor.state.oh.us
ColumbusIPAInvoice@auditor.state.oh.us
DaytonIPAInvoice@auditor.state.oh.us
StateIPAInvoice@auditor.state.oh.us
ToledoIPAInvoice@auditor.state.oh.us
YoungstownIPAInvoice@auditor.state.oh.us

Invoices directed to the wrong region will be returned to the IPA FIRM without approval. Invoices received by other methods will be returned to the IPA FIRM without approval.

2. The **SUBJECT LINE** should contain the following:

Public Office (client) Name
Public Office County
IPA Firm Name
Audit Period End

Example – ***“Adams Township, Monroe County, Acme C.P.A. & Associates, 12/31/2008”***

Invoices without detailed subject lines will be returned to the IPA FIRM without approval.

3. The **FILE NAME** should contain the following:

Public Office (client) Name
IPA Firm Name
Example – ***“Adams Township Acme CPA.pdf”***

Invoices with inadequate file names will be returned to the IPA FIRM without approval.

4. **AOS** regions will review, **DIGITALLY SIGN**, save and **RETURN** each invoice to the **IPA FIRM**.
5. **IPA FIRMS** will **FORWARD** approved invoices to the **PUBLIC OFFICE** (client) via the **PUBLIC OFFICE PREFERENCE** – e-mail or hard copy.
6. **AOS** will periodically **VERIFY** with **PUBLIC OFFICES** that invoices received are valid, approved by AOS, forwarded timely after approval and are not altered in any way.