



### Invoice Submission Process

1. Send the numbered invoice to the family for review and approval. Please attach the attendance sheet if it is not included in the invoice. Include the following:
  - a. Participant's Full Name
  - b. Bill to: SequoiaSD
  - c. Vendor's name as it appears on their W9
  - d. Service code under which services are provided
  - e. Date each service/task was provided
  - f. Hourly or daily rate charged by vendor
  - g. Description of specific service/task provided
  - h. Total cost of the service/task provided
  - i. Invoice total
  - j. A statement that all services specified in the invoice have been provided to the participant (see attached sample), with vendor signature to accompany statement.
2. Once the family approves the invoice, the family will send the invoice and CC you to: [sequoiavendors@sequoiasd.com](mailto:sequoiavendors@sequoiasd.com).
3. ACH payments will be made according to the VENDOR PAYMENT SCHEDULE below.
4. To view remittance, as a Vendor with SequoiaSD, we will create a log to Global Cash Card after your first payment. You will be able to log in and view payments.

Pay Period	Pay Period Starts	Pay Period Ends	Timesheets Due	Payment/EFT Sent
1	01/01/24	01/15/24	01/18/24	01/23/24
2	01/16/24	01/31/24	02/03/24	02/09/24
3	02/01/24	02/15/24	02/18/24	02/23/24
4	02/16/24	02/29/24	03/03/24	03/08/24
5	03/01/24	03/15/24	03/18/24	03/25/24
6	03/16/24	03/31/24	04/03/24	04/10/24
7	04/01/24	04/15/24	04/18/24	04/25/24
8	04/16/24	04/30/24	05/03/24	05/10/24
9	05/01/24	05/15/24	05/18/24	05/24/24
10	05/16/24	05/31/24	06/03/24	06/10/24
11	06/01/24	06/15/24	06/18/24	06/25/24
12	06/16/24	06/30/24	07/03/24	07/10/24
13	07/01/24	07/15/24	07/18/24	07/25/24
14	07/16/24	07/31/24	08/03/24	08/09/24
15	08/01/24	08/15/24	08/18/24	08/23/24
16	08/16/24	08/31/24	09/03/24	09/10/24
17	09/01/24	09/15/24	09/18/24	09/25/24
18	09/16/24	09/30/24	10/03/24	10/10/24
19	10/01/24	10/15/24	10/18/24	10/25/24
20	10/16/24	10/31/24	11/03/24	11/08/24
21	11/01/24	11/15/24	11/18/24	11/25/24
22	11/16/24	11/30/24	12/03/24	12/10/24
23	12/01/24	12/15/24	12/18/24	12/23/24
24	12/16/24	12/31/24	01/03/25	01/10/25