



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:

- Participant's Full Name
- Invoice Number
- Service Month and Service Details
- Invoice Total

The items below are required for businesses that ONLY provide services to individuals with developmental disabilities:

- Hourly or daily rate charged by SDP provider/vendor
- Service code under which services are provided
- Date each service/task was provided
- Description of specific service/task provided
- Amount of time spent on each service/task
- Total cost of the service/task provided
- 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.

3. ACH payments will be made according to the **VENDOR PAYMENT SCHEDULE** below.

Pay Period	Pay Period Starts	Pay Period Ends	Invoices Due	Payment/EFT Sent
1	12/16/2024	12/31/2024	01/03/2025	01/10/2025
2	01/01/2025	01/15/2025	01/18/2025	01/24/2025
3	01/16/2025	01/31/2025	02/03/2025	02/10/2025
4	02/01/2025	02/15/2025	02/18/2025	02/25/2025
5	02/16/2025	02/28/2025	03/03/2025	03/10/2025
6	03/01/2025	03/15/2025	03/18/2025	03/25/2025
7	03/16/2025	03/31/2025	04/03/2025	04/10/2025
8	04/01/2025	04/15/2025	04/18/2025	04/25/2025
9	04/16/2025	04/30/2025	05/03/2025	05/09/2025
10	05/01/2025	05/15/2025	05/18/2025	05/23/2025
11	05/16/2025	05/31/2025	06/03/2025	06/10/2025
12	06/01/2025	06/15/2025	06/18/2025	06/25/2025
13	06/16/2025	06/30/2025	07/03/2025	07/10/2025
14	07/01/2025	07/15/2025	07/18/2025	07/25/2025
15	07/16/2025	07/31/2025	08/03/2025	08/08/2025
16	08/01/2025	08/15/2025	08/18/2025	08/25/2025
17	08/16/2025	08/31/2025	09/03/2025	09/10/2025
18	09/01/2025	09/15/2025	09/18/2025	09/25/2025
19	09/16/2025	09/30/2025	10/03/2025	10/10/2025
20	10/01/2025	10/15/2025	10/18/2025	10/24/2025
21	10/16/2025	10/31/2025	11/03/2025	11/10/2025
22	11/01/2025	11/15/2025	11/18/2025	11/25/2025
23	11/16/2025	11/30/2025	12/03/2025	12/10/2025
24	12/01/2025	12/15/2025	12/18/2025	12/24/2025
2026				
1	12/16/2025	12/31/2025	01/03/2026	01/09/2026