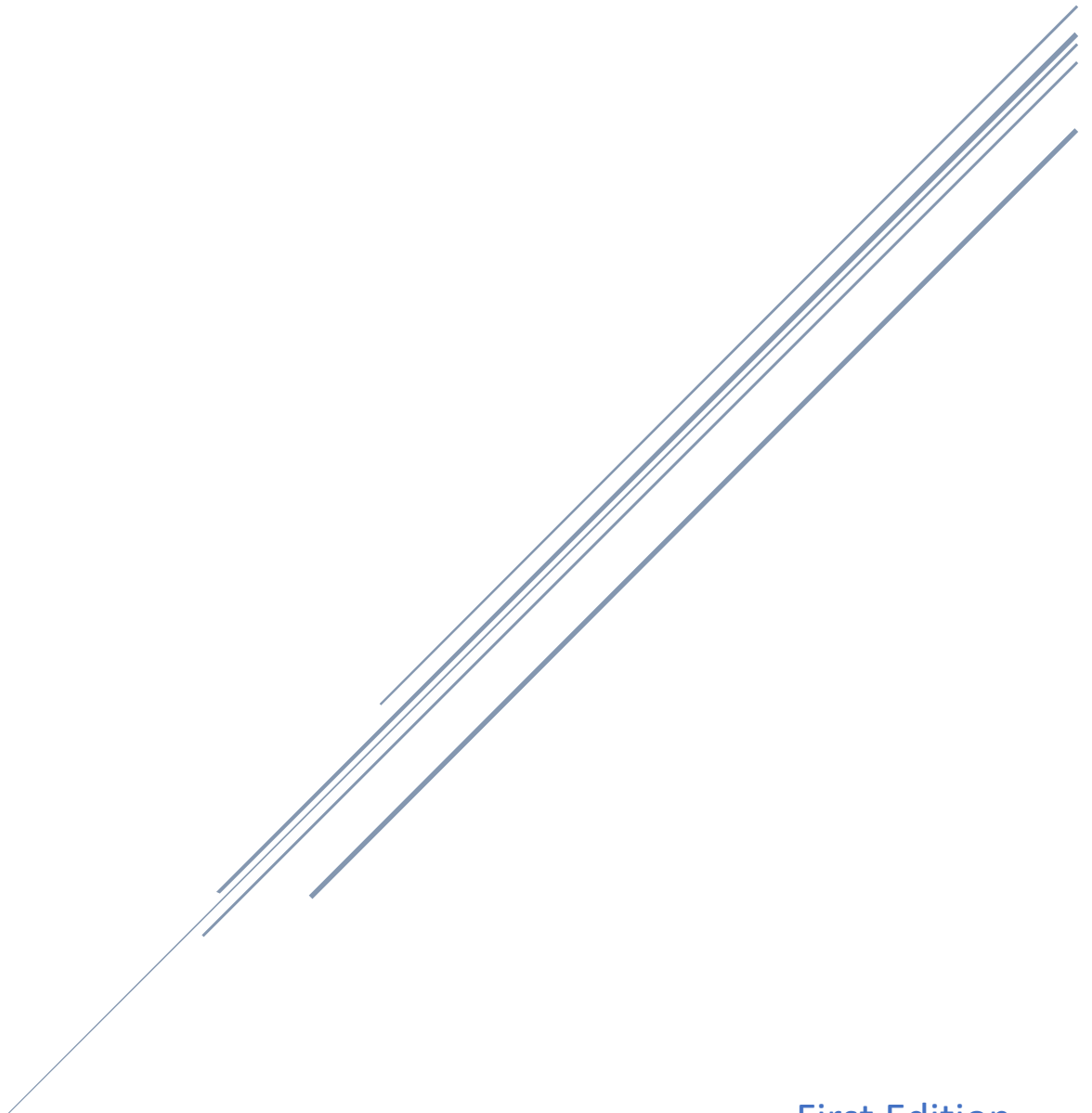


INVOICE & CERTIFICATE MANUAL

Standard Operating Procedures for Issuing Invoices and
Certificates of Completion for Ethics Trainings



First Edition
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ETHICS TRAINING INVOICE PREPARATION

Chapter 1: Ethics Training Invoice Preparation

1.1 Purpose

The purpose of these standard operating procedures is to establish a consistent and efficient process for invoicing agencies for ethics training services provided by the Guam Ethics Commission. This will ensure that all agencies are charged appropriately and in a timely manner, while also providing transparency in the billing process.

1.2 Essential elements of the process:

In-Person Workshop

- A. *Review Sign-in and Sign-out sheets.* Make sure each participant signed in and out of the attendance sheet after the training. If participants only signed in, verify with the agency and request for an attestation. If the training is through Zoom, verify that participants have inputted their name and agency after the training. Remove participants that did not attend from the attendance sheet. If participants forget to input their names, verify with the agency and request for an attestation.
- B. *Prepare Agency Invoice.* Generate invoice for each agency that attended the training. Include: Invoice Number, Date, Bill to Agency and Point of Contact, Customer ID, Description of Training, Quantity of Participants, Unit Price, Participants' Names, and Subtotal.
- C. *Log Invoice Numbers to Masterlog.* Include: training date, invoice number, issue date, revised date (if applicable), Agency/Vendor Name, Amount, and Transaction Information (JV, PO, Check Number).
- D. *Upload Generated Invoice.* Upload the invoice to the respective agency folder and date.
- E. *Transmit Invoice Electronically.* Email invoice to the respective agencies and their point of contact. Include in the email to line agencies: info@ethics.guam.gov and Mary Grace Edrosa marygrace.edrosa@doa.guam.gov from the Department of Administration.
- F. *Invoice Follow Up.* At the end of each month, compile a list of unpaid invoices from line agencies and send them to Mary Grace Edrosa marygrace.edrosa@doa.guam.gov from the Department of Administration for collection.

Online Module

- A. *Retrieve Monthly CSV Report.* Review CSV File of participants that have taken the online module for the prior month. Make sure all information is accurate.

- B. *Prepare Agency Invoice.* Generate invoice for each agency that attended the training. Include: Invoice Number, Date, Bill to Agency and Point of Contact, Customer ID, Description of Training, Quantity of Participants, Unit Price, Participants' Names, and Subtotal.
- C. *Log Invoice Numbers to Masterlog.* Include: training date, invoice number, issue date, revised date (if applicable), Agency/Vendor Name, Amount, and Transaction Information (JV, PO, Check Number).
- D. *Upload Generated Invoice.* Upload the invoice to the respective agency folder and date.
- E. *Transmit Invoice Electronically.* Email invoice to the respective agencies and their point of contact. Include in the email to line agencies: info@ethics.guam.gov and Mary Grace Edrosa marygrace.edrosa@doa.guam.gov from the Department of Administration.
- F. *Invoice Follow Up.* At the end of each month, compile a list of unpaid invoices from line agencies and send them to Mary Grace Edrosa marygrace.edrosa@doa.guam.gov from the Department of Administration for collection.

ETHICS CERTIFICATE CREATION & FILING PROCEDURES

Chapter 2: Ethics Certificate Creation & Filing Procedures

2.1 Policy

Certificate creation is an important process that ensures individuals are properly recognized for fulfilling the mandates of the Ethics in Government Program. To guarantee that all ethics certificates are created correctly and on time, the Guam Ethics Commission has implemented a set of standard operating procedures. These procedures provide a framework for consistently creating and issuing certificates, ensuring quality and accuracy in the certification process.

2.2 Essential Elements of the Process

- A. *Verify that Invoice has been paid.* Check the Invoice Master log and verify that the Invoice has been paid (highlighted in light green).
- B. *Log Certificate.* Log certificate and participant in the corresponding year's master log. Include: Certificate Number, Agency, Name, and Training Date.
- C. *Generate Certificate.* Retrieve Certificate Template and Create the participant's certificate. Update: Name of Participant, Date of Training, Certificate Number.
- D. *Send Certificate for Review.* After the certificate has been generated, send certificates to Ethics Investigation and Compliance Officers to review and approve.
- E. *Upload to the Drive.* Once the certificates have been reviewed and approved, upload them to their respective folders on the drive.
- F. *Send Certificates to Participants.* Email participants and the agency point of contact the participants' certificates for their record.