| Course Name | Delphi eInvoicing System Training: Grant Reviewer/Approver |
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| **Operating Administration (OA)** | OST/Small Community Air Service Development Program |


DEPARTMENT OF TRANSPORTATION
DELPHI
UNITED STATES OF AMERICA

**OA Process Recommendations:**

At various points within the Delphi eInvoicing System training, you will see yellow boxes containing the caption "OA Process Recommendation". These captions highlight functionalities and processes within the system that may be used differently by each OA.

| 1 | **Auto-Approval**:  Most OAs will not use auto-approval. For OAs that do use auto-approval, the predefined auto-approval percentage thresholds can vary across OAs and grant programs; refer to the OA for which you review invoices for more information on their policies and procedures. |
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**OA Process Recommendation:**     OA will NOT use the auto-approval function

**OA Policies and Guidelines:**

The Small Community Air Service Program does not use auto-approval.

| 2 | **SF270/271**:    Please refer to the OA for which you review invoices to determine whether the grant recipient is required to submit the SF270 or SF271 Form (or other form), as well as how to populate the fields within the applicable required form. |
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**OA Process Recommendation:**     The grant recipient should submit the SF270 form

**OA Policies and Guidelines:**

| 3 | **Attachments:**    Please refer to the OA for which you review invoices to determine which types of attachments the grant recipient is required to submit as backup documentation in order for the invoice to be approved. |
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**OA Process Recommendation:**     Refer to agency Policies and Guidelines for specific instructions

**OA Policies and Guidelines:**

Attachments: This is an important aspect to SCASDP Reimbursement Requests.

We request:
Reimbursement Form: The grant recipient should submit the required SCASDP Reimbursement Form with signature as one attachment in PDF format.

Invoices/Proof of Payment: The grant recipient should scan all required supporting documentation, such as invoices and proof of payment, and convert the file into a PDF as a second attachment. The Project Expenditures line item on the Reimbursement form and the attached supporting documentation, invoice/proof of payment, must be in the same order.

| 4 | **Rejection Comments:** Please refer to the OA for which you review invoices for specific guidance regarding what to include in the Comments section for invoice rejections. |
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**OA Process Recommendation:** Refer to agency Policies and Guidelines for specific instructions

**OA Policies and Guidelines:**

Rejection Comments should contain a short and clear explanation for the rejection and the rejecting officials name and date.

Example: Reimbursement Request number 1 is rejected for a missing proof of payment for Project Expenditure line item 5 by Jane Doe on April 10, 2012.

| 5 | **Redistribution:** Please refer to the OA for which you review invoices for specific guidance regarding the use of redistribution of funds on an invoice; some OAs will opt not to use this functionality. |
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**OA Process Recommendation:** OA will NOT use the redistribution function

**OA Policies and Guidelines:**

The Small Community Air Service Program does not use the redistribution of funds function.