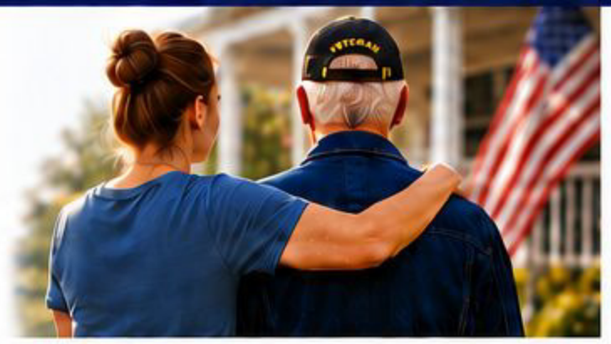
Pennyrile Area Development District www.peadd.org

VETERANS
DIRECTED CARE PROGRAM
EMPOWERING VETERANS TO LIVE INDEPENDENTLY AT HOME



300 Hammond Drive
Hopkinsville, KY 42240

270-886-9484

www.peadd.org

ALL PAYMENT TYPES REQUIRE AN INVOICE OR RECEIPT
All (3) payment types require an invoice or receipt with all required information (listed below) and all other requirements before payment is issued.

PLEASE NOTE: At any time, the VAMC may request additional information before approving a specific item, purchase, or service.

1. INVOICE PAYMENT
(Provider has not been paid)

- ☐ Invoice attached
- ☐ Vendor/provider has not already been paid
- ☐ Payment should be made directly to the provider/vendor
- ☐ Invoice has ALL required information (see below)

2. RECEIPT REIMBURSEMENT
(Veteran or Representative has already paid)

- ☐ Original receipt attached
- ☐ Veteran and/or Representative has already paid for the approved item/service
- ☐ Reimbursement should be made to the Veteran
- ☐ Receipt has ALL required information (see below)

3. SERVICE PAYMENT
(For ongoing or scheduled services)

- ☐ Invoice attached
- ☐ Service dates are clearly listed
- ☐ Service provider information is included
- ☐ Invoice has ALL required information (see below)

REQUIRED INFORMATION ON INVOICE OR RECEIPT

The invoice or receipt must include:

- ☐ Name of provider/vendor
- ☐ Date(s) of service or purchase
- ☐ Description of goods and/or services provided
- ☐ Itemized list of charges
- ☐ Total cost
- ☐ Mailing address for payment (if applicable)

If any of the above information is missing, your request may be returned for correction.

2. PURCHASE/PAYMENT AUTHORIZATION & REIMBURSEMENT FORM

- ☐ Form is fully completed
- ☐ Form is signed by the Veteran or representative
- ☐ Requested item/service is approved by VAMC and within the Veteran's spending plan
- ☐ All information is legible

STOP BEFORE YOU SUBMIT – FINAL REVIEW CHECKLIST

- ☐ Correct payment type has been selected
- ☐ Invoice/receipt includes ALL required information
- ☐ Purchase/Payment Authorization & Reimbursement Form is completed and signed
- ☐ All required forms are attached
- ☐ Proof of payment included (if Receipt Reimbursement)
- ☐ Documentation is complete, legible, and accurate

READY TO SUBMIT TO PENNYRILE STAFF VIA LASERFICHE

COMMON REASONS REQUESTS ARE RETURNED

- ⊗ Missing invoice or receipt
- ⊗ Missing required information on invoice/receipt
- ⊗ Unsigned Purchase/Payment Authorization & Reimbursement Form
- ⊗ Illegible or unclear documentation
- ⊗ Proof of payment not included (for Receipt Reimbursement)
- ⊗ Item/service not approved in spending plan or not enough funds available

QUESTIONS? WE'RE HERE TO HELP.

If you have questions about your Goods & Services payment request or VDC budget, please contact your Case Manager.

(270) 886-9484

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