

Vendor Payment Instructions

The **Agency/Vendor Invoice** is used to submit for payment for services provided to the participant. There are two options in submitting an invoice for payment to Palco.

Option 1: Submit the vendor request form for requests for individual participants

- ✓ Complete all boxes in the Participant Information section
- ✓ Complete all boxes in the Vendor Information section
- ✓ Complete the Payment Information section by including the Date of Service, Procedure Code Service Description & Explanation, Amount and check Invoice Attached box if you are attaching an invoice. **Note: Palco cannot pay a vendor without an itemized invoice.**
- ✓ Check the relevant option box indication how the check is to be made payable and the correct address to submit the payment.
- ✓ The employer must sign and date the request.

Option 2: Submit the excel sheet if you are sending an invoice for multiple participants.

- ✓ The vendor is required to complete all of the highlighted information at the top of the excel spreadsheet.
- ✓ The table in the middle of the invoice must be completed with all of the information requested.
- ✓ Examples of the expenses are listed on the page.
- ✓ A fillable copy of this invoice can be found at www.palcofirst.com.

Return completed forms to Palco at timesheets@palcofirst.com.