



VOCA Invoice Instructions

1. Please notice the new way to enter your invoice number – the letters VOC, you will then enter the last 2 digits of the calendar year we are in, (we run state fiscal year for this, so we are in SFY 24 right now till June 30th, 2024.) the last 3 digits of your contract number, and the number sequence (01, 02, or 03 etc, please start with #10) Example: It is calendar year 2024, the last three digits of the contract number are “025”, and this is the tenth invoice submitted. The invoice number would be **VOC2402510**.
2. The PAY TO: is what is in SAM II that we pay you under- some agencies have DBA’s.
3. Agency Name is if different then to PAY to goes here. (Please make sure the address you put in is the same address that is in SAMII.
4. Please make sure you fill in the Expenses for: as the Month and year, you are invoicing for. (the first one under new contract will read **April , 2024**.)
5. Please include your contract Number and FEIN Number.
6. REGION: Very important to input the region especially if you have multiple regions you are invoicing for.
7. Current Periods Federal Amount is broken out by Category please make sure you have the amount in the correct category you are reporting in. (this should match the amounts on VOCA DATA Form.
8. An electronic signature is accepted.
9. Sign and date the Invoice
10. Please submit your Invoice to the following email address: W&CI.INVOICES@dss.mo.gov