

General Information			
Subrecipient Name		Contract Number	
Billing Address			

This agreement authorizes Subrecipient and its named representatives to electronically sign contracts and utilize the San Diego Workforce Partnership's (SDWP) E-Invoice system.

By signing this agreement, the Subrecipient agrees to submit monthly expense invoices to SDWP by completing the most current Excel E-Invoice form and sending via email to [Invoices@workforce.org](mailto:Invoices@workforce.org) and to sign agreements and contracts through the DocuSign service, when requested.

To ensure processing of your E-Invoice, the email subject line must utilize the following format: *Contract #, Subrecipient Name, Invoice Month and Year, Revision #* (if any). For example: 100-01, ABC Company, June 2019, Rev1. (Revision # refers to invoice revision #, if applicable, and does not apply to the original month's invoice.)

Subrecipient understands E-Invoices emailed without all required detail will be returned to Subrecipient and will not be processed until SDWP receives all correct and complete information. Incorrect or incomplete invoices submitted by the due date do not qualify as being received on time. Only correct and complete invoices, submitted by the due date, qualify as being received on time. Corrected invoices received after the due date will incur a late penalty.

As a condition of your use of the E-Invoice and DocuSign service, Subrecipient will not use the service for any purpose that is prohibited by the original contract, these terms, conditions and notices.

The Subrecipient will fill out the form below for persons whom are authorized to electronically sign contracts and or submit invoices via E-Invoice system. Prompt return of this fully complete form will prevent delays when processing payments or executing contracts. The Subrecipient will need to submit a new form if the information changes at any time during the term of the contract. E-Invoices, agreements, and contracts will not be accepted by anyone other than the designee's listed on this form.

*Subrecipient authorizes the following people to submit E-Invoices and/or sign Contracts on behalf of your organization:*

Name		Title		
Name		Title		
Name		Title		
Name		Title		
Name		Title		
Name		Title		

Authorized Negotiator <i>(Executive Director, Program Director, CEO, CFO, COO)</i>			
Name		Title	
Signature		Date	

If you have questions about the E-Invoice service please email, [PaulSbardella@workforce.org](mailto:PaulSbardella@workforce.org).