

LEE COUNTY VALUE ADJUSTMENT BOARD
INVOICE REMIT INSTRUCTIONS FOR SPECIAL MAGISTRATE SERVICES

- Instructions for Invoice Submittal (Page 1); Invoice to Submit (Page 2)
- Please list only **one** (1) hearing date per invoice
- Invoices must be submitted **no later than thirty** (30) calendar days after the corresponding hearing date
- "Invoice #" must consist of SM first initial and last name, and the hearing date being invoiced, with no punctuation
Example: Invoice number for SM John Smith for hearings on 11/12/15 would be "JSMITH111215" (mmdyy)
- Please be sure to include your PO# in the space provided on the attached invoice
- Mileage must be calculated at the current GSA rate as provided by VAB Administration for each calendar year
- Invoices will not be paid until all recommendations for the listed hearing dates are completed
- If the total hours to "Prepare Recommendations" is greater than two (2) times the hours spent at the hearing:
 - You need to contact the VAB designee for approval of additional hours prior to billing and enter the approval date in the space provided on the invoice.
 - You will also need to provide an explanation in the box provided on the invoice as to the reason for additional time needed for recommendations
- Submit invoices via mail or email to one of the below:

E-Mail address: LeeCountyAP@leeclerk.org
(The word "Invoice" must be in the email subject line)

Mail Invoices To: Lee County Clerk of Court
Accounts Payable Office
P O Box 2396
Fort Myers FL 33902-2396

- Official Electronic Signatures are acceptable on invoices, as long as it is an official Windows, Adobe Acrobat, or another program that utilizes a digital certificate that cannot be altered. Simply typing your name on the form will not be accepted as an electronic signature.

If you have any questions about the instructions above, please call VAB Administration at (239) 533-2328, Option #3 for assistance.