

Case Western Reserve University
and
Louis Stokes Cleveland VA Medical Center or Louis Stoke Cleveland VA Foundation
Guidelines for Payment Methods

Core Services at CWRU billed to Louis Stokes Cleveland VA Medical Center

1. Prior to any activity taking place, LSCVAMC provides CWRU core a contract and PO for Core Services, a copy is sent to Controller's Office (genacct@case.edu)
2. Core performs service for VA Investigator
3. Core creates a detailed invoice of services that includes the provided with a the VA PO and VA contract number
4. Core send invoice to Controller's office (genacct@case) to include on the AR billing report as part of monthly external billing through the normal interface
5. Core sends a copy of the invoice and any documentation needed to the Controller's office (genacct@case) with subject line OB10/TUNGSTEN. Controller's Office will submit invoice through OB10/TUNGSTEN system.
6. Steve Kesterson, LSCVAMC, approves invoice submitted through OB10/TUNGSTEN.
7. Payment is sent to CWRU, Core is credited and invoice removed from AR aging report.

Core Services at CWRU billed to Louis Stokes Cleveland VA Medical Research and Education Foundation (VAREF)

1. Prior to any activity taking place, VAREF provides CWRU core a PO for Core Services, a copy of the PO is sent to genacct@case.edu.
2. Core performs service for VA Investigator, copy of PO is sent to genacct@case.edu.
3. Core creates a detailed invoice of services which includes VAREF PO number.
4. Core sends invoice Jeffery Moore (jeffrey.moore5@va.gov) at the VAREF and copies the Controller's office (genacct@case) to include on the AR billing report as part of monthly external billing through the interface.
5. Jeffrey Moore, VAREF, approves invoice and requests payment.
6. Payment is sent to CWRU, Core is credited and invoice removed from AR aging report.

CWRU Faculty and Staff on LSCVAMC IPA

1. IPA is processed through SPARTA. A RES speedtype is established for the project.
2. Faculty and staff effort is charged to the provided speedtype.
3. OSPA invoices LSCVAMC through the OB10/TUNGSTEN system monthly. Prior to billing OSPA checks with Steve Kesterson for PO number.
4. Steve Kesterson, LSCVAMC, approves invoice and requests payment.
5. Payment is sent to CWRU's OSPA Office and credited to project's speedtype.

CWRU Faculty and Staff on VAREF MOU

1. MOU is processed through SPARTA. A RES Speedtype is established for the project.
2. Faculty and staff effort is charged to the provided speedtype.
3. OSPA bills VAREF by sending an invoice to Jeffrey Moore (jeffrey.moore5@va.gov).
4. Jeffrey Moore, VAREF, approves invoice and requests payment.
5. Payment is sent to CWRU's OSPA Office and credited to project's speedtype.

LSCVAMC Staff on CWRU Project

1. MOU is processed through SPARTA, no specific speedtype is established for this activity.
2. On a quarterly basis, LSCVAMC sends invoice to department administrator where the project is being managed.
3. CWRU DA submits invoice to Accounts Payable for payment to LSCVAMC. To avoid accruing interest and potential collection/garnishment issues for CWRU, payments must be received within 60 days.
4. Payment is sent to LSCVAMC.