
State Water Resources Control Board

UST CLEANUP FUND PROGRAM UPDATE: ELECTRONIC INVOICING

(September 25, 2014)

CUF INVOICE is the new online invoicing portal for the UST Cleanup Fund. **Beginning October 1, 2014**, claimants can submit Reimbursement Requests (RRs) by entering invoice data into a spreadsheet and uploading the data to GeoTracker.

Submittal of documents through GeoTracker results in a number of improvements:

- Processing time decreases as Fund staff are able to receive documents to determine completeness and provide feedback on completeness more quickly especially with the automatic data checks on formatting and basic invoicing requirements.
- Tracking of the RRs and supporting documents is transparent to both applicant and Fund staff.
- Supplemental supporting documents can be uploaded, received, and reviewed in less time than it takes for receipt alone by mail.
- Automated error-checking and other quality controls lead to faster payment of eligible costs.

However, the Fund must receive a hard copy of **BOTH** the RR Form and the CUF Invoicing Summary with the Claimant's "wet" signature(s) for each electronic RR submission **within 2 weeks of submittal** through GeoTracker to complete the payment process. An electronic RR cannot be processed for payment without an RR Form with "wet" signature(s) and a CUF Invoicing Summary with "wet" signature. **If BOTH documents are not received, the RR will be suspended.**

Both the [CUF Invoice User Guide](#), detailed instructions for uploading the electronic RR and supporting documentation, and [Frequently Asked Questions](#) are posted to the Fund GTO tab on the Fund's homepage:
http://www.waterboards.ca.gov/water_issues/programs/ustcf/.

Although, the Fund will continue to accept hard copy RR packages, Fund staff will enter invoice data, scan supporting documents not required to be uploaded to GeoTracker by law, and upload them to GeoTracker, which will delay initiation of the RR review. Therefore, the more efficient, and the Fund's preferred submittal method, is through GeoTracker. **BETA-TESTERS HAVE BEEN RECEIVING APPROVAL FOR PAYMENT OF ELIGIBLE COSTS IN JUST A FEW DAYS OF SUBMITTAL OF COMPLETE RR PACKAGES.**

~~~FOR HELP~~~~

If you have any questions, please contact us by:

Email to: [USTCF\\_Payments@waterboards.ca.gov](mailto:USTCF_Payments@waterboards.ca.gov)

Subject Line: "CUF Electronic Invoicing"

Email inquiries will be responded to within 24 hours.

Telephone Message Line: 1-800-813-Fund (3863)

Telephone messages will be responded to within 48 hours.