



Community Partner – Fillable Invoice Form Instructions

Overview for Use

State Services for the Blind has created a user-friendly, fillable invoice form for our Community Partners, available for optional use. This form includes all necessary contractual elements for submitting invoices related to services provided to our customers. Designed for convenience, it aligns with our authorization form to ensure a smooth invoicing process. There are companion documents that can be used as well and submitted along with this form. Those forms include:

- Report Form
- Mileage Log
- Travel Expense Form with receipts

Submission of forms

Once you have completed all the fields on the form and any companion documents necessary for your submission, the form(s) should be uploaded into WF1 or emailed to the appropriate central email address for WDU or SSU.

To upload to WF1, you must be a registered user and have completed our required training. If you are interested in having access to WF1, please notify Susan Kusz at susan.kusz@state.mn.us.

To email the completed form, please use the appropriate email address based on the counselor who approved the authorization.

WDU FORM: spb.INVOICE@STATE.MN.US

SSU FORM: SeniorServiceinvoices.DEED@state.mn.us