

Invoice Reminders

- 1) Quarterly expenditure reports, monthly attendance reports, and personnel clearances must be submitted before invoices can be paid.
- 2) Fax or email your invoices to me and please do not mail the "original" copy.
- 3) Always indicate service dates. A/P will not pay invoices without service dates.
- 4) Always provide a contract # and invoice # when calling for payment status.
- 5) Invoice numbers should be no more than 8 alpha-numeric characters and care should be taken that invoice numbers are not duplicated.
- 6) Processing time for invoices is within 45 days from the time an invoice is submitted to A/P – not BTB.
- 7) Attached an "Enclosure Pick-Up form for each invoice if you want to pick-up your check(s).
- 8) Please provide an account number on the pick-up form if you want your check(s) sent via FedEx or UPS.