The purpose of the invoice/payment process is to provide instructions for the partner organization on how to submit an invoice for payment to the school. The invoicing and payment process should be used on a consistent basis to streamline the payment process between the organization and school.

**Invoice/Payment Process**

Once services rendered by the partner organization are verified against the signed partner agreement\* between the organization and the school, the partner organization may submit an invoice directly to the school via mail, email, or fax:

*School Mailing Address, Email and Fax #*

The appointed school contact for billing will review the invoice to ensure that it received all necessary administrator approvals, meets all requirements for payment, and all funding requirements are in place (See Prompt Payment Checklist). If any requirements are not met, the invoice is returned to the organization with notes for necessary corrections.

Once all requirements are met, payment is processed and a check is mailed to the "Remit To" address on the invoice.

\*If the school has generated a purchase order, the invoice will need to be verified against the purchase order before issuing payment.

Mail/Email/Fax Invoice to School Office

NO

YES

Payment Processed & Mailed Out

**Who:** School Facilitator/Admin/Financial Officer

Invoice Placed In Payment Queue

School Administrator(s) Approval Obtained

**Who:** School Facilitator/Admin/Financial Officer

Return Invoice to Partner for Revision

Invoice Meets Requirements stated in Partner Agreement

**Who:** School Facilitator/Admin/Financial Officer

Review Invoice for Compliance

**Who:** Community Partner