**Prompt Payment Checklist for Community Partners**

Once the enrichment session has begun, partner organizations can submit an [invoice](sample%20invoice_final.xls) to ensure timely payment. The invoice will be processed and scheduled for payment per the terms specified on the partner agreement. If any of these requirements are not met, or if you have questions, please follow up with the School contact person as noted on the partner agreement. The invoice needs to meet the following requirements:

* **The school needs to have current required tax forms on file for your business.** If you have not submitted a [W-9 Form](http://www.irs.gov/pub/irs-pdf/fw9.pdf) (for U.S. business) to the school, please include with invoice. Forms may be mailed, emailed or faxed to:

*School Mailing Address, Email and Fax #*

* **An itemized invoice has been submitted by the partner organization.** The invoice should include a breakdown of hours taught and any additional costs, as stated in the partner agreement. Please include the purchase order number, if provided by the school.
* **An approved vendor number, if required.** Invoices received by the school without the appropriate vendor number will be returned to the partner.
* **The invoice includes accurate "Remit to:" address and a "Bill to:" address.**