



**What information is required on an invoice?**

The following information constitutes a proper invoice and is required as payment documentation. If the necessary information is not provided, we will be unable to make the payment and the invoice may be returned. A proper invoice includes:

Name	Company, Vendor, Independent Contractor
Return Address	Payments will be sent to this address
FEIN or SSN	This is the number that is used for reporting all federal tax information
Bill to	University of Oklahoma Center for Public Management 300 Kellogg Drive Norman, OK 73072
Date	Date invoice was created.
Invoice #	Number set by vendor/independent contractor's own invoicing system.
Project Name or Title	Used to quickly identify project. Found on contract documents.
Project Code	A unique code assigned to each project.
Project Contact	Project Manager assigned to coordinate project and contracts. Found on contract documents.
Description of Service	Brief description of services and dates performed. Assists with matching deliverables on contract documents to line items on invoices.
Quantity	Units of service by type, (i.e. Hour, Day, Product).
Rate	Rate billed for service
Hours Worked	For contractual purposes, we track hours worked to not exceed 999 per

	vendor in a Fiscal Year.
Amount	= Quantity x Rate
Total	Sum of all Amounts
Make Payable	State what/who payment(s) should be made to.

**How are invoices processed? And when do I submit an invoice?**

Payment terms are as follows, a general payment is assumed.

General Payment

- OU CPM will not prepay for services.
- If your role in the project is less than 30 days, invoice required at the end of your role in the project.
- If your role in the project is greater than 30 days, invoice for services may be submitted every 30 days.
- All invoices must be submitted within 30 days of service or project completion. Payment for invoices submitted after 45 days cannot be guaranteed.
- The University is committed to the timely payment of vendor invoices.
  - University shall make payment for services no later than 45 days from the date a properly prepared invoice was received and the services were delivered and accepted.
  - The end of a Fiscal Year may cause a delay in the processing of invoices. Ensure your invoice has been received or delivered well in advance. If your project ends during this period, an early invoice will not be accepted.
  - The University Winter Break may delay the processing of your invoice. Ensure your invoice has been received or delivered well in advance of the Winter Break, otherwise expect a delay. If your project ends during this period, an early invoice will not be accepted.
- All vendors/independent contractors will receive payment from the University. Partner organizations are not to be contacted for payment.