

Vendor Invoices and Payment Process

Thank you for being a Hickman Charter School Vendor. Please send monthly invoices by mail to:

Hickman Charter School
13306 Fourth Street
Hickman, Ca 95323

You may also submit monthly invoices electronically to: pangle@hickmanschools.org

VENDOR INSTRUCTIONS

- Enclosed is a sample invoice template
- All invoices must clearly state the word “INVOICE” and be dated
- Invoices must clearly state that you are invoicing Hickman Community Charter School
- It must clearly state what the invoice is for. What service was provided and the student (s) name as well as the time frame if applicable
- **A student attendance roster or sign-in sheet must accompany the invoice**
- Clearly state the name of the Person or Company that the invoice is from on the document. Make sure the name matches the W-9 submitted to the school.
- Invoices will not be paid until we have the following:
 1. Contract for Services Rendered
 2. Form W-9(if a new vendor, or a change of information)
 3. Current Proof of Liability Insurance
- The last invoice for the school year must be submitted by May 15, for processing. Our business office will be closing their books and we want to make sure you receive payment for your services

SAMPLE INVOICE

Invoice Number #10102
Date

Business Name
Address
Phone

To: Hickman Charter School
13306 Fourth Street
Hickman, Ca 95323

For : Student Name(s)

Description:	Dates	Rate	Amount
Services Received and Dates			
		Total	

A student attendance roster or sign-in sheet must accompany the invoice

09-07-2017