



Vendor Invoice & Payment Procedures

Hickman Charter School
13306 Fourth Street • Hickman, CA
Voice: (209) 874-9070 • Fax: (209) 874-1457



Thank you for choosing to partner with Hickman Charter School as a Vendor offering services to our enrolled students.

All monthly invoices may be submitted by mail to:

ATTN: Patti Angle
Hickman Charter School
13306 Fourth Street
Hickman, CA 95323

You may also submit monthly invoices digitally to Patti Angle by email at:
pangle@hickmanschools.org

VENDOR INSTRUCTIONS

- Enclosed in this packet is a sample invoice template.
- All invoices must be titled "INVOICE" and be clearly dated.
- Invoices must clearly state that you are invoicing Hickman Community Charter School.
- Invoices must clearly state the service provided and the name(s) of the student(s), as well as the time frame in which services were rendered (if applicable).
- **A student attendance roster or sign-in sheet must accompany the invoice.**
- Invoices must clearly state the name of the Vendor (Person or Company) submitting the invoice. **The Vendor name must match the W-9 form submitted to Hickman Charter School.**

Invoices will NOT be processed or paid until we have the following:

- Contract for Services Rendered
- Form W-9 (if a new Vendor, or to verify a change of information)
- Current Proof of Liability Insurance

PLEASE NOTE: The last invoice for the school year must be submitted by May 15 in order to be processed by the Hickman Charter School Business Office.

SAMPLE INVOICE

Invoice Number:

Invoice Date:

Business Name:

Phone Number:

Mailing Address:

TO: ATTN: Patti Angle
 Hickman Charter School
 13306 Fourth Street
 Hickman, CA 95323

FOR: List student name(s) below

Description of Services Rendered	Date(s)	Rate	Amount
	Total Charges:		

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