



# Invoice Requests

Some activities of the County Office of Education require invoices. Professional development events, conferences, inter-district agreements or facility leases are examples of activities which require invoicing of entities external to the organization.

Services or activities provided between departments in the County Office of Education often make use of [the Inter-Departmental Invoice](#) form. This allows expenses to be reflected as a debit in one department's account line and credited to another department. If account lines have already been provided by other means (i.e., Vehicle Requests), the Inter-Departmental Invoice form is not necessary.

## **For External Invoices**

- 1.** Submit a request by email or memo to [bcoyne@slocoe.org](mailto:bcoyne@slocoe.org)
- 2.** Include the following information in the invoice request:
  - Contact Name and Information
  - Customer's Name and Address
  - Customer's Purchase Order Number (if applicable)
  - Description of Services Rendered
  - Amount Due
  - Account Code/s to be credited
  - Supporting Documentation (copy of the agreement, PO, registration form, etc.)
- 3.** Accounting will create the invoice and mail it to the agency or individual, with a copy to the requestor.
- 4.** FARs (Financial Activity Reports) produced in QSS will show an "RI" entry when an invoice has been created, and an "RP" entry when the invoice has been paid.
- 5.** The originator may be asked to assist with follow-up phone calls when invoices are past due. Aging reports may be produced by the Accounting Technician to assist in tracking past due invoices.

## **For Inter-Departmental Invoices**

- 1.** The department providing the service completes the top half of the fillable Inter-Departmental Invoice form, and forwards it to the department to be debited.
- 2.** The department being debited completes the bottom half of the form.
- 3.** The form is forwarded to the appropriate Fiscal Specialist for processing.
- 4.** Upon completion, copies are provided to the originator, department being charged, Fiscal Services files.