

Denver Public Schools
Accounts Payable Department
780 Grant St
Denver, CO 80203
Phone: (720) 423-1383
Email: accountspayable@dpsk12.org

To: All Denver Public Schools (DPS) Vendors and Independent Contractors (IC)
Attention: Vendor Accounts Receivable Manager
Subject: Welcome Letter with "Centralizing Invoices" and "How to Get Paid Instructions"

Dear Accounts Receivable Manager and Independent Contractors (IC)

The purpose of this letter is to assist your company by providing four very important DPS instructions, which will ensure that your firm knows the DPS requirements to get paid on time.

1. **DPS Vendor and Independent Contractors Registration Diagram** – All vendors and IC's are required to register on the DPS Portal and to obtain a vendor number in order to get paid. The first attachment provides the details about the following information:
 - Link to the DPS Registration Video
 - Link to the DPS Supplier Portal User Guide
 - Instructions for your company to properly register on the DPS Portal
 - Necessary information to ensure that your invoices are addressed to the correct DPS location
 - Requirements to notify the school/department of your successful registration
2. **DPS Vendor and IC Invoice Requirements and Centralizing Invoices** – The second attachment provides all invoice requirements that must be provided on each invoice that is submitted. Benefits you will realize:
 - You can invoice yourself through the Supplier Portal by attaching a copy of your invoice
 - Your invoices will be approved through the workflow process
 - No more waiting for your invoices to be manually approved and account coded by the school/department
 - With a purchase order you can track your invoices and payments on the Supplier Portal
3. **Centralizing Invoices** – The purpose of centralizing invoices will allow all invoices to be processed in our accounting system in a timely manner. We are aware that some of the schools/departments need or would like a copy of your invoices also. So please cc them on the email. Below is our centralized Accounts Payable information:

Denver Public Schools
780 Grant St
Denver, CO 80203
Attn: Accounts Payable Department

Email: accountspayable@dpsk12.org

NOTE: All construction Payment Applications should still be sent to Acoma address included in your welcome letter.

4. **DPS Financial Payment Options**- All vendors including Independent Contractors have three options for means of payment from DPS. The third attachment provides details about the following options:
 - ACH (Direct Deposit)
 - Mailed hard copy check
 - Credit Card (single use account - not P-Card)

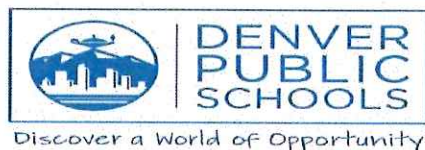
Please review this material prior to submitting your next invoice for payment.

Please feel free to call the Accounts Payable Department should you need assistance – (720) 423-1383

Thank you for your attention to this matter.

Respectfully

Annette Stahlecker
Manager of Accounts Payable Department - Denver Public Schools



DPS VENDOR INVOICING REQUIREMENTS

The Contractor shall furnish the following information within invoices that are submitted for request of payment **once services have been completed** for the District.

- REMIT TO: Vendor name, address, phone number, and email
- BILL TO: Denver Public Schools, Accounts Payable, 780 Grant, Denver, CO 80203
- SHIP TO: the school or department that the services were performed at, along with contact name and phone number of person requesting service
- INVOICE NUMBER: (if an invoice number is re-used by vendor, the invoice will be returned to the vendor asking them to submit a corrected invoice with a different invoice number)
- INVOICE DATE: (must be after services have been completed. Invoices can be submitted weekly or monthly)
- PO NUMBER: (if applicable)
- Required information of Services or Activities performed:
 - DATES of Service or Activities that were rendered
 - Total HOURS Service or Activities were performed on that date
 - The hourly RATE or compensation rate for the services rendered
 - The NAME OF ALL SERVICE PROVIDERS who performed services on that date
 - Detailed DESCRIPTION of the services or activities performed in accordance with the scope of work approved by the District
 - For travel related expenses a copy of all ITEMIZED receipts are required before reimbursements will be issued
- Required Information for product ordered:
 - Date product was ordered
 - Date product was delivered
 - Description of item or items ordered
 - Amount per item
 - Total amount of item or items

NOTE: DPS DOES NOT PREPAY FOR SERVICES OR PRODUCT. Our Payment Terms are Net30 from the invoice date.

Ask the school/department you are working for to create a PO number for the amount of your invoice or contract. Please be sure the PO number is on each invoice and submit the invoice:

- Directly to Accounts Payable by emailing the invoice directly to Accountspayable@dpsk12.org
(You may also want to include your DPS contact person at the school or department you are working with)
- Or the vendor can process their invoice through the supplier invoice portal (but only with a PO Number)

Benefit to you if you have a PO:

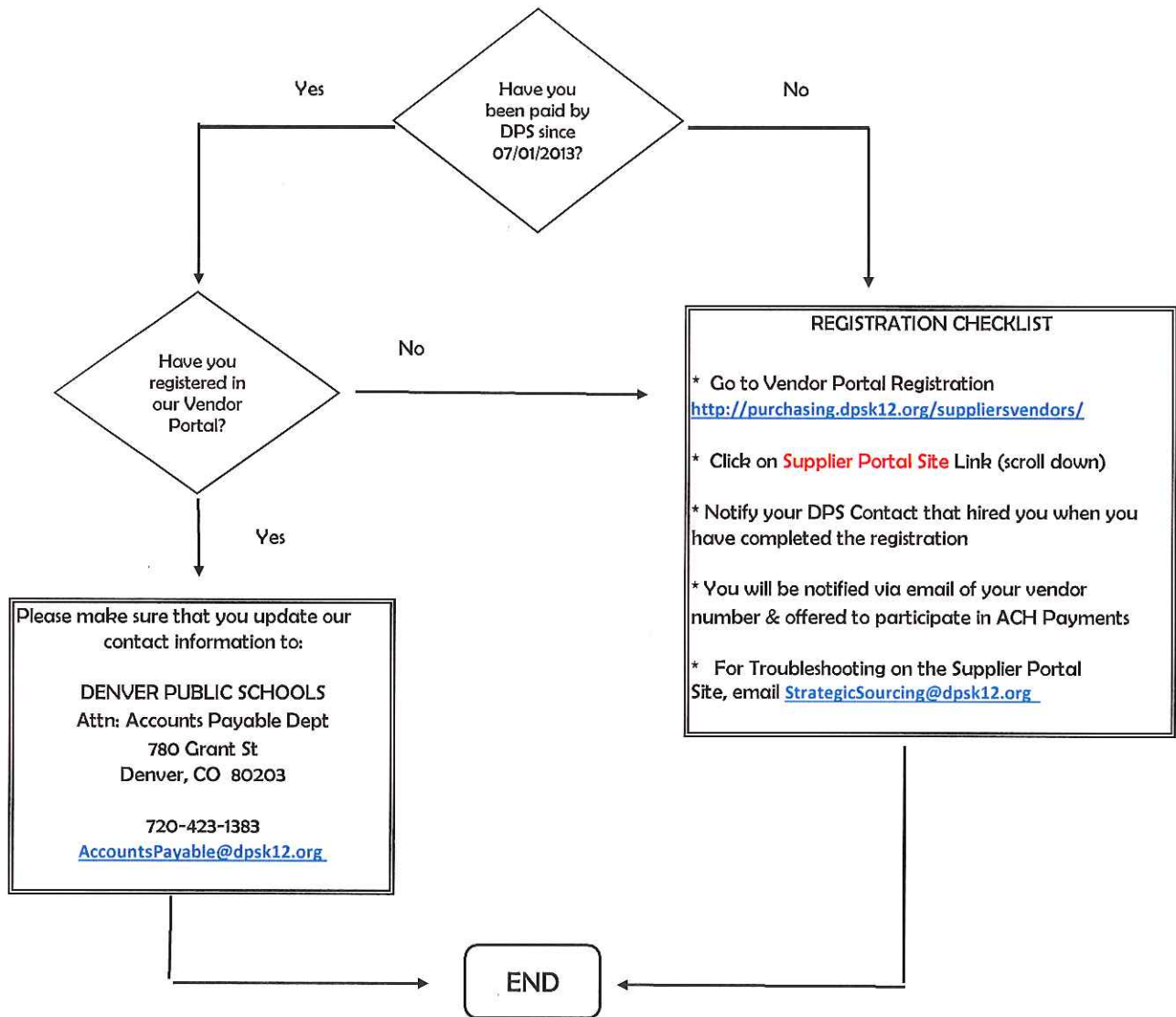
- You can email your invoices directly over to the Accounts Payable Department – with having the PO number on each of your invoices they will be processed and approved through the workflow
- You can invoice yourself through the Supplier Portal – attaching a copy of your invoice
- With a PO you can track your invoices and payments on the Supplier Portal
- No more waiting for your invoice to be manually approved and account coded by the school/departments

Accounts Payable ACH and check runs are done on Wednesday of each week. **For the invoice to be processed and paid, Accounts Payable must receive your invoice by end of day each Friday of the previous week.** Note: If any information is missing or incorrect the invoice will be returned to the vendor or school/department asking for the required information before the invoice can be processed for payment.

DENVER PUBLIC SCHOOLS – ACCOUNTS PAYABLE DEPARTMENT
 780 Grant St
 Denver, CO 80203
AccountsPayable@dpsk12.org
 720-423-1383 (W) 720-423-1516 (F)

DENVER PUBLIC SCHOOLS CONTRACTOR/VENDOR ACCOUNT REGISTRATION DIAGRAM

DPS Vendor Account Registration Process



Other Helpful Links

Supplier Portal User Guide AND Registration Video

<http://purchasing.dpsk12.org/suppliersvendors/supplier-portal-guide/>