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)