



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)