

## **PAYMENT AND INVOICE PROVISIONS**

Billing address on all invoices **shall** be:

Sedgwick County Finance  
Attention: Accounts Payable  
100 N Broadway, Suite 610  
Wichita, Kansas 67202

1. Submit invoices electronically to [AP\\_Invoices@sedgwick.gov](mailto:AP_Invoices@sedgwick.gov) or fax to 316-941-5127.
2. Primary account = Sedgwick County
3. If contract is used by multiple departments, a sub account may be issued to the individual department as applicable.
4. If multiple departments utilize goods/services under the contract, invoices may be issued by the sub account as applicable.
5. If an individual department utilizes multiple goods/services during a billing cycle, such as maintenance contracts on multiple pieces of equipment, billing cycles shall be synchronized and all invoices pertaining to the department issued at the same time.
6. Invoice requirements
  - a. Identifying number (invoice number)
  - b. Invoice date
  - c. Supplier's name and address
  - d. Customer's name and address
  - e. Sedgwick Co PO number (for PO purchases)
  - f. Sedgwick Co employee/contact name & department (for Non-PO purchases)
  - g. Details of the goods or services provided (Goods and services must be invoiced on separate lines)
  - h. Goods quantity (must be in the same unit of measure as the PO)
  - i. Price of goods or services
  - j. Total amount due
  - k. Additional charges such as freight **MUST** be a separate item on the invoice
7. Credits
  - a. Credits or credit memos must be invoiced separately, reference the original invoice, and be sent to Sedgwick County Finance immediately upon receipt of returned goods or identification of situations where the vendor has invoiced for an amount not to be collected.
  - b. Under **NO CIRCUMSTANCES** should the supplier use credits to reduce a future invoice without prior authorization from Sedgwick County Finance.
  - c. Supplier may issue a revised invoice with prior agreement from the utilizing department or Sedgwick County Finance.
8. Additional Information
  - a. Supplier quotes **WILL NOT** be accepted as a valid invoice.
  - b. Invoices must be submitted immediately upon shipment of goods or rendering of services.
  - c. Supplier should monitor the PO details & open balance and resolve any issues prior to issuing invoice.
  - d. Statements of outstanding invoices should be issued and sent to Sedgwick County Accounts Payable and contain all sub accounts of Sedgwick County departments if applicable.