



INVOICE REQUIREMENTS

Before payment can be processed, a “proper” Invoice must be received by Accounts Payable.

Elements of a Proper Invoice

Each invoice presented by a vendor for payment must be clear and accurate and free from mathematical errors and contain the following elements to facilitate efficient and effective payment processing. This list is not all inclusive and contractual provisions or other requirements/circumstances may require additional information to be provided.

- Name of the vendor and “Remit to” address
- Vendor invoice number and date
- Vendors contact information
- County contact information
- Valid purchase order number
- Written description of goods/services delivered
- Delivery/services date
- Substituted items must have documented approval
- Quantity and unit price of item
- Total amount due
- Payment due date
- Payment terms and discount
- Shipping payment terms
- Supporting documentation
- Detailed itemized receipts & delivery tickets **MUST** be provided for all vendor expenses or reimbursement requests

Additional Invoice Requirements for Professional and Personal Services

- Description of services performed
- Date, time and hours worked
- Hourly rate
- Name and title of person performing service

When a defective Invoice is Received

- Invoices missing any required element will be deemed defective and will be returned without action to the vendor with a letter detailing what defect needs to be corrected
- When a corrected invoice is received, a new due date will be calculated

All hard copy invoices should be mailed directly to:

Polk County Auditor's Office Attn:
Accounts Payable
602 E. Church St., Suite 108
Livingston, TX 77351

Additional Information:

Polk County is a tax-exempt entity.