



Anderson County

Auditor's Office

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 and quantity 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
- Vendor contract contact name and phone number
- County contact name
- Name of County department
- Valid Purchase Order number
- Written description of goods/services delivered
- Delivery date or service date
- Substituted items must have documented approval
- Quantity and unit price of item
- Extension on each line 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 Requirements for Professional and Personal Services Invoices

- Description of services performed
- Date, time and hours worked
- Hourly rate
- Name and title of person performing service
- Total amount due
- Other information as required

(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

**Anderson County Auditor's Office
Attn: Accounts Payable
703 N. Mallard St.
Ste. 110
Palestine, Texas 75801**

Additional Vendor Information

Anderson County is **tax exempt**

Provide a valid W-9, **IRS W-9 form**