

Texas A&M University - Commerce Notice of Invoicing Standards

In accordance with Texas Government Code, Chapter 2251 (prompt payment law), and related rules issued by the Texas Building and Procurement Commission (formerly the General Services Commission), Texas A&M University-Commerce has established the invoicing standards listed below. All invoicing standards must be followed or the invoice will be returned to the vendor for correction immediately and no later than 21 calendar days after it was received.

1. Invoices must be mail, faxed, or e-mailed by the vendor to the address indicated on the university's purchase order, contract, or other university document provided to the vendor.

2. Invoices must include the following information:
 - a. Vendor's mailing (remit to) address for payment
 - b. Vendor's mailing address for correspondence
 - c. Vendor's phone number, fax number, and/or e-mail address of representative who can answer questions regarding the invoice.
 - d. University's purchase order, contract, or other document number.
 - e. Name and mailing (ship to) address of the university department that received the goods or services, as indicated on the purchase order or contract.
 - f. Vendor's federal employer identification (FEI) number, SSN, or TIN issued by the Comptroller of Public Accounts.
 - g. Description of the goods delivered or services rendered, in sufficient detail to identify them as the same goods/services in the purchase order or contract.
 - h. Information identifying and supporting a successor organization to the original vendor, if necessary, with sufficient information to make payment to the successor organization.

3. Invoices should not include the following:
 - a. Payment terms that are different than those specified in the purchase order or contract
 - b. Goods that have been delivered to the university or services that have not been completed, unless the purchase order or contract contains a provision for advanced payment.
 - c. Unit prices or quantities or total price or quantity that exceeds those indicated in the purchase order or contract.
 - d. Charges for goods, services, or shipping that were not included on the purchase order or contract.
 - e. Taxes or fees from which the university is exempt as a non-profit, Texas institution of higher education.
 - f. Charges for late payment interest. Vendors must follow a separate procedure to request payment for interest that is believed to be owed, but not paid, by the university at the time of a suspected late payment.

4. Unless otherwise indicated in the purchase order or contract, payment is due 30 days after the later of:
 - a. The date a complete and correct invoice is received, in accordance with the standards above.
 - b. The date goods are received, in accordance with the purchase order or contract.
 - c. The date services are completed, in accordance with the purchase order or contract.

Vendor name: _____ Vendor fax number: _____

PO, contract, or other number: _____

Notified by (print): _____ Date notified: _____

Vendors who have questions about Texas A&M University-Commerce's invoicing standards should call Accounts Payable at 903-886-5213.