

## National Partnership for Environmental Technology Education

### VENDOR INVOICE REQUIREMENTS

The following invoice requirements will ensure that your invoice is paid according to NPETE's terms.

- Invoices are to be billed to:  
**National Partnership for Environmental Technology Education (NPETE)**  
**584 Main Street**  
**South Portland, ME 04106**

### **Invoices MUST meet these requirements or will NOT be processed.**

- All invoices should be on stamped or printed letterhead; otherwise vendor's signature is required.
- All invoices are for Agreement purposes only. DO NOT include Travel in your invoice. Travel expenses are to be paid SEPARATELY unless indicated in the agreement.
- Original invoice is required.
- Invoice date is required, as well as dates for scope of work.
- Invoice MUST include whom check is to be made out to. Check recipient will be subject to a 1099 for amounts over \$600.
- Vendor name and remittance address must be the same as referenced on the Agreement. If there has been a change or the information on the Agreement is incorrect, contact the NPETE Office prior to invoicing in order to receive payment in a timely manor.
- **Agreement or contract number must be referenced on the invoice.** Invoices MUST be received no later than 30 days from the end date on your agreement for processing within grant year.
- Invoice should be fully itemized showing quantity, description, dates, time frames, unit price, extension, freight, sales tax, and total amount as outlined within the Agreement. Verify the tax status and, if taxable, the tax rate of each line item. **Contact the NPETE office if there are discrepancies. NPETE may change the Agreement if necessary.** Accounts Payable will pay according to the issued Agreement, short paying the invoice if necessary. Tax must be listed as a separate line item on the invoice; it may not be included in the price of the product.
- NPETE must be informed in writing if there is a dispute with the invoice.
- We start the payment clock based on *the day we receive an accurate invoice*. NPETE will process payments within 30 days upon receipt of the accurate invoice, unless otherwise noted in the Agreement.
- *Tax Requirements:* To comply with US Internal Revenue Service (IRS) requirements, **NPETE must have a valid W-9 Form on file for all US vendors for 1099 purposes.** Non-US vendors may need to submit a form W-8BEN
- **Invoices MUST be accompanied by a written report** unless report was submitted separately.

If you have any questions, please contact the National P.E.T.E.