

## Invoicing & Payment

### INVOICING:

- 1.1 All invoices must be emailed to the ordering Department or Division as well as to [accountspayable@georgebrown.ca](mailto:accountspayable@georgebrown.ca)
- 1.2 Invoices should be issued before the 15<sup>th</sup> of each calendar month, for the previous month's service. No invoice will be accepted for processing that is not received within 90 days of the date that the service was rendered or the goods delivered.
- 1.3 All invoices must contain the following information:
  - Legally registered business or trade name
  - Invoice date
  - GST / HST number or SIN number at the time of invoicing
  - Total amount payable
  - If material or services supplied are taxable, the GST rate and the HST rate, an indication of which items are taxed at the GST rate and which are taxed at the HST rate
  - Business number or your intermediary's business number
  - A brief description of the goods or services supplied
  - Serial number for electronic products >\$200
  - Terms of payment
- 1.3 Where applicable the correct Purchase Order number must be clearly specified on all invoices. Invoices missing a valid Purchase Order number or related George Brown College contact name will be returned to the vendor.

### PAYMENT

The college pays invoices through Electronic Funds Transfer. Refer to <http://www.georgebrown.ca/procurement/> for a copy of the EFT form. Note that this form is only to be used by vendors currently doing business with the college.