



## INVOICE REQUIREMENTS

Below are the requirements for submitting invoices to the Richmond Redevelopment & Housing Authority (RRHA). These requirements are necessary to process your invoice in a timely and efficient manner. Failure to comply may result in the prompt payment of invoices submitted to the Richmond Redevelopment & Housing Authority.

All invoices submitted must be original documents (account statements are not acceptable). **Do not send invoice until goods and/or services work is completed.** The following information is required:

- ✓ Vendor Name, Remittance Address and Phone Number – It is the responsibility of the vendor to ensure the correct remit to address is on file. Notify [Purchasing@RRHA.com](mailto:Purchasing@RRHA.com) if there is an address change at your company.
- ✓ Invoice Date
- ✓ Invoice Number - must be unique
- ✓ Total Amount Due
- ✓ No sales tax on invoices - RRHA is tax Exempt.
- ✓ Description of services/goods provided - description of the item, quantity purchased, unit price, freight charges and extended price of each item.
- ✓ Invoices for services must include the dates of service (beginning and end) and a description of the service provided according to the terms and conditions of the contract or purchase order.
- ✓ “Shipped to” information must be a RRHA location
- ✓ Work Order Number – if applicable
- ✓ Purchase Order (PO) Number – Please reference PO number on invoice to ensure payment. If applicable, include line item number(s), quantity, unit and price as outlined in the PO.
- ✓ Payment Terms – net 30 days, unless otherwise agreed upon within a contract and/or a discount is offered.
- ✓ All revised invoices and applicable credits must reference the original invoice number.



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### Purchase Order (PO) Invoices

RRHA PO will be provided to the vendor in writing, no verbal POs are allowed for goods and/or services without a PO or written contract.

If a contractor is called to perform service **without** a PO, this will constitute an **emergency**. When called for an *Emergency Notice to Proceed*, request a requisition number this will start the process for the PO.

When the PO is received review for accuracy, if changes are required on the PO, contact the RRHA Buyer. A revised PO must be obtained prior to shipping and/or invoicing.

### Invoice Submission Requirements

All invoices must be sent directly to Accounts Payable.

**Mail:** RRHA  
Accounts Payable Dept.  
P.O. Box 26229  
Richmond, VA 23261

**Email:** [accounts.payable@rrha.com](mailto:accounts.payable@rrha.com)

**Fax:** (804)-780-3481

For questions regarding your invoice, please contact Accounts Payable Vendor Hotline at (804) 780-0150.