

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 your invoice not being paid promptly.

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 remittance address is on file. Notify by email: 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.

Email: accounts.payable@rrha.com

For questions regarding your invoice, please contact Accounts Payable email address.