



FACILITIES & PLANNING SERVICES
New Vendor Welcome Packet
Capital Project Construction
(over \$150k)

I. Introduction: Facilities & Planning Services (F&PS) is providing the following information regarding invoice processing and requirements.

II. Required Vendor Documents: The listed documents (attached) must be completed and submitted to facilitiesadmin@calbaptist.edu:

1. IRS Form W-9
2. Copy of Liability Insurance (minimum requirements)
3. Contractors Expectations
4. Found Property Policy – F&PS Contractors

III. Authorized Orders and Acceptance of Services:

1. **Acceptance** of contracted services will only be authorized by the assigned F&PS Project Manager.
2. **Contracts** for work will be reviewed and signed by the Vice President of Finance & Administration – please have this title pre-printed on the signature block. ***If a signed contract is not in place, invoices will not be processed.***
3. **Change Orders** will be reviewed by the assigned Project Manager and signed by the Senior Project Manager before work begins.
4. Each itemized description of work must include a total dollar (\$) amount.

IV. Invoice Information Requirements: The following information must be included to avoid delay in payment:

1. Vendor Legal Name	8. Invoice Subtotal
2. Vendor Business License Number	9. Applicable Tax
3. Remittance Address	10. Invoice Total
4. Invoice Date	11. Contact address, phone number, email address
5. Invoice Number	12. Quote or Work Order Number (if applicable)
6. Itemized description and cost of materials/equip/labor (as identified in the signed Contract)	13. Purchase Order Number
7. Itemized description of monies/percentages billed to date and monies/percentages remaining for each task	14. Other Invoice Comments (if provided)

Or, invoices may be submitted in AIA Format (see attached sample).

All invoices must be accompanied by the original contract/proposal and appropriate back-up documentation (i.e. receipts, sub-contractor invoices, travel logs, etc.). For contracts requiring purchase of equipment with a long lead time, a deposit may be requested (for up to 25% of the total contract). Appropriate back-up regarding the equipment cost list is required to accompany the deposit invoice.

V. Invoice Submission Procedure: Hard copies of invoices and back-up documentation are preferred for payment processing (for electronic invoice submission, please submit a request to be considered). They can be mailed or hand-delivered to:

California Baptist University
 Attn: Facilities & Planning Services
 8432 Magnolia Avenue
 Riverside, CA 92504

* Invoices that are outdated upon receipt (over 14 days past date of invoice) will be returned for correction with a current date. Failure to provide current invoices in a timely manner will not result in rush processing of payment.

VI. Invoice Payment Processing: The invoice payment processing workflow requires validations, coding, and approval (sometimes by multiple approvers) to maintain an appropriate audit trail. CBU Accounts Payable payment terms are subject to the timeliness of validations and approvals. Payment processing will begin once it has been confirmed that work is completed and/or supplies/equipment has been received.

VII. Contact Information: For status of invoice payment or questions related to invoice payment process, please contact our office at facilitiesadmin@calbaptist.edu or 951-343-4261.