



FACILITIES & PLANNING SERVICES
New Vendor Welcome Packet
Product Suppliers Only

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. Orders of supplies/equipment will only be authorized by the assigned F&PS Manager.
2. Purchase Orders will be created based on quote amount and issued at the time of acceptance; orders should not be accepted without a PO number.

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

Table with 2 columns and 16 rows listing invoice requirements such as Vendor Legal Name, Invoice Subtotal, and Shipping method.

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\* Invoices that are outdated upon receipt (over 14 days past date of invoice) will be returned for correction with a current date.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 supplies/equipment have 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 951-343-4847.