

Payment Request Info Requirements

If submitting a PAPER INVOICE or request for payment; please ensure there is a legible signature with a date on the invoice with the word **APPROVED** and the rest of the applicable information from the Master Info List.

MASTER INFO REQUIRED NEEDED WHEN SENDING INVOICES/PAYMENT REQUESTS
Approved (Yes or No):
Approved By: <small>*Your name, or if supervisor approval required, include here</small>
Department: <small>Example: Grounds, Maintenance, HR, Leasing, Construction, etc.</small>
LLC: <small>*Management, Leasing, Construction, Land, Building Supply, or Transportation</small>
Cost Center: <small>*use master coding sheets</small>
Project Code: <small>*optional if only project expense</small>
Property Location: <small>*optional if only project expense</small>
New Vendor? Is there a COI/W9 On File (Yes or No)? <small>*if no, submit to Accounting right away</small>
Leasing - Was this charged to a tenant? (in AppFolio or Storage @ SCS) <u>Tenant Info Required</u>
Special Notes: Please note some purchases will require splitting into multiple cost centers. It is the purchasers responsibility to assign the respectable codes. Please explain in detail the amounts and items that should go to what cost center the entire receipt does not go to one cost center. Reach out to accounting with any questions.
Send all Invoices & Purchase Requests to: Accounting@scswiderski.com

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