Vendor Course Instruction Billing Procedures

Gorman Learning Charter Network (GLCN) now serves two schools, Gorman Learning Center (GLC) and Gorman Learning Center SBSC (SBSC). Each school has its own purchase order number. GLC purchase orders begin with **16**… and SBSC begins with **50**… For Community Partners that service both schools, **please invoice *each* school separately**.

Once the service is rendered the community partner may invoice GLCN, by each school, for up to the amount of the purchase order. Any cost that exceeds the approval total indicated by GLCN is not the responsibility of GLCN.
Accounts Payable will process payment for services of a period exceeding a month (i.e. Semester Courses) upon receipt of an invoice after one month of service has been completed.

Community Partners

- Invoices are to be submitted at the completion of the course at the end of month.
- Funding **does not** pay for registration fees, material fees, or clothing expense [Ed. Code. 51747.3].
- Once a Purchase Order Number is used it is closed and cannot be applied to another month's service. Any unused amount is returned to the student's VCI fund.
- Please include all GLC Purchase Orders (16..) on one invoice, and all SBSC Purchase Orders (50…) on one invoice, instead of separate invoices for each Purchase Order
- Invoices **must** include the following:
  - **Invoice Number and Date**
  - **Company name and address**
  - **Billed to Gorman Learning Charter Network and address**
  - **Student(s) name**
  - **The GLC or GLC SBSC Purchase Order Number for each student**
  - **Description of services provided, dates, and amount**
- Invoices can be **Emailed to** vci@gormanlc.org
  Or
  Mail Invoices to:
  Gorman Learning Charter Network VCI
  1826 Orange Tree Lane
  Redlands, CA 92374

Payment

- GLCN's payment terms are 30 business days. This 30 days are based on your invoice date