GORMAN LEARNING CHARTER NETWORK
VENDOR LEARNING SERVICES
INVOICE INSTRUCTIONS

Please follow the instructions below when submitting invoices to Gorman Learning Charter Network (GLCN).

1. Do Not Begin Services Without Required Approval

Vendors may not begin providing services until they have received:

- A fully executed and signed Vendor Learning Services Agreement; and
- A pre-approved **Purchase Order**.

2. Expenses Not Covered by Vendor Learning Services Funding

Vendor Learning Services funding does not cover registration fees, material fees, or clothing expenses. [Ed. Code § 51747.3]

3. Purchase Order Billing

Once a Purchase Order has been used for a billing period, it is closed and may not be used to bill for another month of service. Any unused Purchase Order balance will be returned to the student's Vendor Learning Services fund.

4. Invoice Submission Deadline

All invoices must be submitted within **30 days** of the services being provided.

5. Required Invoice Information

All invoices must include the following:

- Vendor Name
- Address
- Phone Number
- Invoice date
- Invoice number
- Bill-to name: Gorman Learning Charter Network
- Purchase Order number(s)
- Student name(s)
- Amount due

6. Invoice Submission

All invoices must be emailed to: vci@gormanlc.org

7. Payment Terms

GLCN will process payment within 30 business days from the date the invoice is received, provided the invoice is complete, accurate, and complies with these invoice instructions.