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<b>Quality Controlled Document No. &amp; Title</b>	8	Contractor Payment	<b>Approved</b>	Lee Ponsioen
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## Scope

- a) The purpose of this document is to outline the Accounts Payable process including payments that are applicable to CEAV.
- b) This Procedure applies to all Contractors supplying services to CEAV.

## PROCEDURE

The following criteria is required before contractor invoices are processed:

1. Invoices must be addressed to CEAV, Building A, 61 Civic Drive, Greensborough, 3088.
2. Contractors must provide a Tax invoice. A Tax invoice must include the following:
  - An invoice number
  - Date of Invoice
  - ABN, business name, postal address, phone number, email
  - Date of service, school name, number of students and extended to the amount charged per student (as per contract), add GST is you are registered and then total for each line.
  - Show the total GST charged (if applicable)
  - Show the total of invoice including all lines
  - Invoice must include your business bank account name, BSB and account number for your payment to be made.
  - Sample invoice is supplied attached.
3. Invoices in PDF, Word or Excel are to be supplied monthly at the last working day of the month and must be emailed to the CEAV Bookkeeper Rachel Dodson at [invoice@ceav.vic.edu.au](mailto:invoice@ceav.vic.edu.au) and cc'd to the CEAV Business Manager Lee Ponsioen at [lponsioen@ceav.vic.edu.au](mailto:lponsioen@ceav.vic.edu.au).
4. Invoices are reviewed as accurate against the Morrisby MIMS Audit Software will be approved and paid within 4 business days of the end of the month (please note that if the first day of the month falls on a weekend it will be looked at the next business day following that).  
If the invoice is deemed as not accurate according to audit software it will be sent back immediately to the contractor, outlining any inconsistency. The contractor will resubmit their invoice by email as per point 3 and once received; the invoice will be reviewed for accuracy and if accurate will be paid within 2 business days.
5. When charging for a cancellation fee you must first have approval before you enter it on your invoice. Cancellation fees must be on a one line only, e.g. an accumulative total of all the schools that had cancellations. Refer to the sample invoice.
6. When charging for regional loading this must also be on a separate line from other charges. Your RC will confirm with you when a regional loading will apply to a school.