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<b>Procedure Section:</b>	<b>Finance</b>
<b>Procedure Title:</b>	<b>Invoice Processing</b>
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### **Creating Invoices – New Vendor**

Invoice templates are created by RCJTC and forwarded to the transportation providers. It is their responsibility to complete and submit this invoice at the end of **each month** for processing for payment. All invoices must be submitted by August 31<sup>st</sup> of the fiscal year.

### **Adding New Vendor**

When adding a new vendor, you will require name, resident and mailing address, phone, and if applicable fax and e-mail. This information is forwarded to the Accounts Payable department, who will generate a vendor number for you. This number should be inputted onto the new invoice.

Finish creating a blank template for this vendor by adding their name, address and number beside “In Account with”. Also under student information, add the student being transported, with grade, and address being transported to and/or from.

If the new vendor is a company (i.e., taxi company), you will require their HST number if they are going to charge HST. Parent vendors are normally HST exempt. The HST number should also be on the invoice.

### **Related RCJTC Administrative Policy**

P.06.09          Invoice Processing Policy