

# Superior Court of Fulton County

## Invoice Requirements

All invoices must be submitted to [SCA.INVOICE@fultoncountyga.gov](mailto:SCA.INVOICE@fultoncountyga.gov) .  
Please ensure that your invoices have the following information listed on them:

### Vendor Information (On Company Letterhead)

- 1) Company Name
- 2) Company Address
- 3) Contact Information (phone, fax, email, contact person name, etc.)
- 4) Federal Tax ID number
- 5) Vendor Code (begins with a VS or VC)
- 6) Remittance Address

### Invoice Details

- 7) "Invoice" listed on document
- 8) Invoice Date
- 9) Invoice Number (uniquely numbered, no duplicates) (*must be unique – and not previously used on a past invoice*)
- 10) Purchase Order Reference Number (PO number issued by Fulton County)
- 11) Date(s) of Services Performed (Consistent with Contractual Terms)
- 12) Itemization of Services Provided/Commodity Units (Program Name/What Type of Payment (1<sup>st</sup> Half, etc.?)
- 13) Invoice Amount
- 14) Signature and Date