



Phillips Exeter Academy Invoice Procedure

Facilities Management Department

When processing your invoices to Phillips Exeter Academy's Facilities Management Department, please follow the instructions listed below to ensure prompt payment.

1. Submit all invoices to:

Phillips Exeter Academy
Facilities Management Dept
20 Main Street
Exeter, NH 03833

Invoices can either be mailed or e-mailed to the address listed above. Only one copy of the invoice needs to be submitted.

2. Make sure your invoice includes the following:
 - a. Purchase Order Number
 - b. Invoice Number
 - c. Detailed description of work

Your invoice may be **rejected** if the above-information is not included.

3. Invoices are date-stamped when they are received in Facilities Management. They are then forwarded to the appropriate Project Manager and Director for approval, and then processed to Accounting for payment. Phillips Exeter Academy's check runs are on Wednesdays and Fridays. Invoices will be paid within 30 days of receipt.
4. If you are a new vendor to Phillips Exeter Academy, please ensure that your phone and fax numbers are clearly marked on your invoice. Our Purchasing Department will be contacting you to obtain a copy of your W-9 in order to set you up as a new vendor.