



ATLANTA
PUBLIC
SCHOOLS

Department of
Facilities

Atlanta Public Schools (APS), Facilities Services Department, is committed to paying all invoices upon receipt within 30 days.

Effective November 1, 2023, to ensure we are able to meet this commitment, all vendors **must** follow the APS/Facilities Services invoice and purchase order guidelines. Specifically, as it relates to invoice submissions:

- * **All invoices must have a PO number listed before submission.** If you do not have a PO number, you must contact the Requestor/Project Manager/Maintenance Operations Manager who initiated the service/supplies.
- * **All invoices must be submitted to BOTH emails below:**
APInvoices@atlanta.k12.ga.us
FACInvoices@atlanta.k12.ga.us
- * **All invoices must be itemized to reflect cost by labor and materials.**
- * **If your specific service has a required invoice template, then the invoice must be submitted using the applicable template, e.g., G702/G703 forms.**
- * **All invoices must include an actual alpha/numeric invoice number.**
- * **Unless there is a prior agreement stating otherwise, all services must be rendered in FULL before invoices are submitted for payment. A copy of the applicable agreement may be requested and required before the invoice is processed.**

All invoices submitted to Facilities that do not follow the instructions listed above will be REJECTED and must be corrected and re-submitted accordingly. Once the invoice is REJECTED, the 30-day calendar stops and will not restart until a newly corrected invoice is submitted. When the revised invoice is submitted, vendor must include "Revised" in the subject of the invoice email.

While we understand this will cause severe delay in payment, we are steadfast in our efforts to improve payment to our vendors and these items above will help drive the improved payment process.

In addition, vendors must make every effort to ensure all invoices are submitted for payment by the 10th of the following month.

We appreciate the services that you provide to Atlanta Public Schools. If you have any questions or require additional information, please feel free to visit our website at [Facilities Services / Resources/Standards \(atlantapublicschools.us\)](https://atlantapublicschools.us/FacilitiesServices/Standards).

Facilities Business Operations Team