



**INVOICE PAYMENT RULES
(EFFECTIVE JULY 1, 2025)**

1. Invoices should be sent monthly for the work done in the prior month and are due by the 10th day after the last day of the month.
 - a. Typically, invoices will be sent between the 1st and 10th day of the month, unless work was done prior to the last day of the month and can be sent on or after that the last day of work accomplished.
 - b. While some submittals prior to the end of the month is allowed, it is preferred to be between the 1st through the 10th day of the following month.
 - c. Invoices should not be sent prior to the last day of work performed.
2. While we expect there may be some late invoices, here are the typical due dates and the cut-off dates for invoice submittals. *Note: APS' fiscal year is July 1st through June 30th, and the table below reflects this.*

Month Work Performed	Invoice Due	Last day to Submit Invoice
July	Aug 10th	Dec 31 st
August	Sep 10th	Dec 31 st
September	Oct 10th	Dec 31 st
October	Nov 10th	Mar 31 st
November	Dec 10th	Mar 31 st
December	Jan 10th	Mar 31 st
January	Feb 10th	Jun 30 th
February	Mar 10th	Jun 30 th
March	Apr 10th	Jun 30 th
April	May 10th	Sep 30 th
May	Jun 10th	Sep 30 th
June	Jul 10th	Sep 30 th

3. If an invoice is submitted and rejected, the initial submittal needs to be submitted prior to the dates above. Second submittals after the dates above will be accepted, as long as the original submittal was before such dates.
4. Unless agreed upon ahead of time in writing (email is acceptable), we will not accept more than one invoice per month, per purchase order.
5. We will accept grouped invoices over multiple months but note that portions of work that are invoiced after the due date for the work performed will be rejected for late submittal.

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