

**VENDOR INVOICE REQUIREMENTS**

Invoices presented to the University for payment must include the following information:

**Must be an original invoice** (or stamped as original & signed by account technician)

**Purchase Order number or a contact name**

All invoices should be **billed to**:

California State University, Fresno  
Accounting Services  
5150 N. Maple Ave., M/S JA58  
Fresno, CA 93740-8026

Shipments of goods should be delivered to the University Warehouse.

**The shipping address** on the invoice should be:

California State University, Fresno  
University Warehouse  
2671 E. Barstow Ave., M/S UW127  
Fresno, CA 93740-8007

**Must be on Company Letterhead** or have original vendor signature and an invoice number (Generic Invoice on Informed Filler may be used).

Fully itemized, listing line items with descriptions, quantities, amounts and extensions

Total amount due (including and separating out tax & freight if applicable)

Invoice date

Company address and remittance address

Payments from Statements are not allowed

Disputed Invoices must be returned to the vendor in writing

**INVOICES MISSING ANY OF THE ABOVE INFORMATION MAY BE  
RETURNED TO THE VENDOR**