



Invoice Submittal Procedures

- All invoices should be billed to the following (**no exceptions**):
ARIZONA DEPT OF EDUCATION
ACCOUNTING BIN# 1
1535 W. JEFFERSON ST
PHOENIX, AZ 85007
 - a. If an invoice has any other billed to information other than indicated above, please ask the vendor for a revised invoice naming ARIZONA DEPT OF EDUCATION as the billed to party.
- Invoice **must** provide the following information*:
 - a. Vendor Name (Organization/Company/Individual who payment should be made out to)
 - b. Invoice Date
 - c. Invoice Number (must be a unique number not previously used by the same vendor)
 - d. Remit-to address
 - i. Must match the address in our records (APP / AFIS)
 - e. PO number
 - f. Contract number (if applicable)
- Description of goods and/or services must be clearly listed
- Total Amount Due (including shipping and sales tax)

Invoices delivered electronically, should be emailed to: accountspay@azed.gov

Please note: Do not attach invoices to APP receipts.

Invoices delivered via USPS (snail-mail), should be mailed to:

ARIZONA DEPT OF EDUCATION
ACCOUNTING BIN# 1
1535 W. JEFFERSON ST
PHOENIX, AZ 85007

***If the invoice does not contain the required information, it may be delayed and/or rejected by the Accounts Payable Team.**