

Invoicing and payment checklist

If you are carrying out works or providing goods and/or services for Fraser Coast Regional Council, please use the table below to ensure timely payment.

Before submitting an invoice	Consideration
Have the terms of engagement and payment method been agreed with Council?	<p>The absence of an agreed supply and payment arrangement (e.g. executed contract or purchase order) may result in an invoice being rejected.</p> <p>For further information refer to the Purchasing and Invoicing page on our website.</p>
If a purchase order is the agreed method of engagement, have you received a valid purchase order?	<p>If you have not received a valid purchase order, you must not commence any work on behalf of, or supply any goods to Council. To ensure your contact details with Council are current, please contact Accounts Payable:</p> <p>E creditors@frasercoast.qld.gov.au P +61 7 4190 5844</p> <p>For all other enquiries regarding receipt of purchase orders please contact our purchasing department:</p> <p>E purchasing@frasercoast.qld.gov.au P +61 7 4190 5754</p>
If a purchase order is the agreed method of engagement, have you documented the purchase order number on your invoice?	The absence of a purchase order number being noted on your invoice may result in a delay in payment.
Do you know where and how to send your invoice?	<p>It's important to read and understand how to submit invoices to Council to ensure timely payment.</p> <p>For further information refer to the Purchasing and Invoicing page on our website.</p>

For more information

P 1300 79 49 29

W www.frasercoast.qld.gov.au